



Photo : Loick Chouinard

Job offer - Regular full-time position (35h)

General manager

Parc Harold F. Baldwin (PHFB) is a non-profit organization founded in 1998 and located in Coaticook, Quebec, whose primary mission is to ensure the conservation, enhancement and sustainability of Mont Pinacle, an ecosystem rich in biodiversity. The PHFB, better known as Mont Pinacle, offers privileged access to its trail network, which attracts nearly 42,000 hikers of all ages every year. Nature observation and interpretation are valued, as is visitor education and awareness, with the aim of protecting the ecological integrity of the natural environment for future generations.

Job overview

Under the supervision of the PHFB Board of Directors, the incumbent's main mandate will be to ensure the overall management of the park's activities and its smooth operation (financing plan, conservation plan and human resources management).

Qualifications

- College or university undergraduate training in a relevant field;
- Knowledge of conservation, outdoor and tourism organizations;
- Experience in project management or administration;
- Excellent spoken and written French;
- Fluency in spoken and written English an asset;
- Proficiency in Google and Office suites (Excel, Word, PowerPoint, etc.).

Skills and abilities required

- Interpersonal skills;
- Ability to manage multiple projects and time;
- Planning, coordination and management skills;
- Versatility, ability to mobilize, leadership and initiative.





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Tasks and functions

- Promote the park's mission and values;
- Develop a fundraising plan;
- Implement the strategic plan;
- Develop, plan and manage the overall offering of projects and educational activities;
- Carry out administrative activities (pricing, budget forecasting, annual reports, grant applications);
- Manage park communications;
- Ensure effective management of human resources;
- Ensure trail management;
- Work in concert with Board members, municipal representatives and project partners;
- Participate in organizing Board meetings;
- All other related tasks linked to the function and mandates of the organization.

Contact

Want to join our dynamic team? Send your CV and cover letter to the attention of **Barbara Rowell**, PHFB President, at the following e-mail address:
barbrowell@gmail.com

Offer details

Hours per week:	35 hours (full-time)
Schedule:	Monday to Friday, some weekends, variable according to season
Work location:	150 Child Street, Coaticook (Office) and 1828 May Road, Coaticook (Park)
Start date:	November 2024
Hourly rate:	From \$25.00 to \$32.00, depending on candidate's experience
Holidays & personal leave :	9 paid holidays and 3 personal days per year

