

Employment Opportunity



The BC Freedom of Information and Privacy Association (FIPA) is seeking a new

Program Director

FIPA is a non-partisan, non-profit society established in 1991 to promote and defend freedom of information and privacy rights in Canada. Our goal is to empower citizens by increasing their access to information and their control over their own personal information. We serve a wide variety of individuals and organizations through public education, public assistance, research, and law reform.

Responsibilities:

The primary mission of this post is organizational development, which includes fundraising as well as enhancing and expanding existing services.

Main Functions:

Assisting the Executive Director with:

- Fundraising and marketing
- Communications and outreach
- Management of special projects, including conferences, workshops and special events
- Day-to-day management and operations of the office
- Assisting the Board of Directors, committees, and volunteers as needed

Qualifications and Experience:

The successful candidate will have the expertise and experience to help manage and expand a non-profit group dedicated to FOI and privacy issues. This will be an excellent opportunity for those with an entrepreneurial spirit and an enthusiastic attitude necessary to help FIPA grow.

S/he must have a keen interest in civil liberties, particularly access to information and privacy issues.

S/he must be a leader and communicator capable of working co-operatively with FIPA's Board of Directors, volunteers, membership and a wide range of stakeholders.

S/he will possess:

- Successful experience in fundraising for non-profits
- A proven track record in communications and marketing for the non-profit sector
- Excellent analytical, problem-solving and organizational ability
- Experience and competence in research and writing
- Proven experience in website editing and maintenance and effective use of social media (SMS) and MS Office. Experience working with graphic design an asset.
- A degree in communications, marketing or equivalent.

Salary is negotiable, based on experience and abilities. Remuneration is in the lower to mid range for non-profit societies, but will grow as FIPA's capacity and funding grows.

Please send resumes to fipa@fipa.bc.ca in pdf or Word.. Applications will be accepted until January 31, 2012.

We can only acknowledge the applications of people we wish to interview.

Contact Information:

Hiring Committee

BC Freedom of Information and Privacy Association

Email: fipa@fipa.bc.ca

For more information visit: <http://www.fipa.bc.ca>