



St. Croix International Waterway Commission

Job Position: Executive Director
St. Croix International Waterway Commission,
with responsibilities in Maine and New Brunswick

The Saint Croix International Waterway Commission (SCIWC) is seeking an individual to serve as its full-time Executive Director.

The Commission was established by the State of Maine and the Province of New Brunswick to coordinate the transboundary management of natural resources, recreation, and development along the 110-mile international Saint Croix corridor.

The Commission is an independent, international body with eight members, four appointed by the State of Maine and four by the Province of New Brunswick. The Commission is Co-chaired by a Canadian and a US Commissioner.

Reporting to the Commission, the Executive Director will:

- Update and implement the Commission's Management and Strategic Plans.
- Hire and manage seasonal and part-time staff for the recreational and other programs
- Serve as secretary to the Commission and support Commission members in the fulfillment of the Commission's mandate.
- Ensure that the interests of governments and stakeholders from Maine and New Brunswick are served equally.
- Plan, seek funding and implement projects selected by the Commission for direct delivery.
- Maintain the Commission's financial records, not-for-profit and charitable status, produce and file all required reports to governments and funding agencies in a timely manner
- Advance the profile of the Commission through public activities and engagement with government officials and stakeholders on both sides of the waterway.
- Any other duties assigned by the Commission.

Essential Qualifications:

The successful candidate will have a Bachelor's degree and five years of management and supervisory experience. He or she should have a grasp of scientific principles, environmental sciences, biology, the health of ecosystems, fish management, or water quality. The successful candidate must also understand rural economic development and tourism or a combination of the above.

Applicants must clearly demonstrate the essential qualifications to be given further consideration. If it is difficult to find a candidate that meets all requirements, candidates with less than five years of experience may be considered with salary commensurate with experience.

BEHAVIOURAL COMPETENCIES:

The successful candidate will possess the following behavioural competencies:

- Strategic Thinking/Judgment
- Results Oriented
- Effective Communication
- Initiative



St. Croix International Waterway Commission

- Flexibility
- Relationship/Network Building
- Team Leadership

TECHNICAL COMPETENCIES:

The successful candidate will possess the following technical competencies:

- Knowledge of Financial Management and Accounting
- Report Writing and Development of Grant Applications
- Ability to Use Office Technology, Software and Applications
- Web Site Management
- Working with Boards and Commissions
- Knowledge of the structure and processes of US State and Provincial Governments.
- Written Communications
- Presentation Skills
- Knowledge of recreational programs, tourism, rural economic development.

The successful applicant must be able to work in both Canada and the United States. A criminal record check from both countries will be required.

Resumes should list experience in chronological order specifying education and employment in months and years including part-time and full-time employment.

The Saint Croix International Waterway Commission seeks to hire the most qualified American or Canadian candidate.

Salary Range \$42,500-\$50,000 Canadian, \$34,000-\$40,000 US. A benefits package may be negotiated.

Application closes:

Email resume and cover letter to: programs@stcroix.org

or

Mail to: US-	SCIWC	Canadian-	SCIWC
	PO Box 610		PO Box 2
	Calais ME, 04619		St. Stephen, NB E3L 2W9