

Manager, Member Affairs

Edmonton, Alberta

APEGGA is seeking a well-organized, dynamic person to head up the Member Affairs Department. The successful candidate will be challenged with a membership that continues to grow at over 5% annually through the recession, and with a refocus of our outreach program to ensure our professions continue to attract enough diversity in talent to meet long-term market demands.

Reporting to the Chief Operating Officer, this rewarding position is responsible for:

- liaison with two of APEGGA's key audiences – K - 12 students and teachers, and university students
- member support and recognition
- volunteer management leadership
- providing general event planning for other APEGGA activities.

Specifically the major areas of responsibility are:

- reorganizing the outreach initiative to focus on women and aboriginals and partnering with other organizations with like-minded objectives
- coordinating the U of A student program and liaising with the U of C student coordinator
- negotiating and maintaining third-party member products and services
- conducting the APEGGA annual member salary survey
- managing the APEGGA member resumé referral service
- managing the APEGGA member recognition events – iron ring workshops, member induction ceremonies, Summit Awards[®], Engineers Canada Fellowship awards
- leading APEGGA's 10 branches
- leading volunteer management
- managing general event organizing for other APEGGA events.

Supported by a competent staff of nine people, the successful candidate must have strong written and verbal communications skills, be well organized, be able to think strategically and be able to multi-task; and should have some experience in at least some of the above areas.

Responses in confidence should be forwarded by e-mail to APEGGA's Chief Operating Officer, Len Shrimpton, P.Eng., MBA, FEC, at **lshrimpton@apegga.org**.

Only those selected for an interview will be contacted.