



Saskatchewan
Parks and Recreation
Association

Consultant – Strategy and Policy Full-Time Permanent

The Saskatchewan Parks and Recreation (SPRA) is seeking a motivated and energetic individual to fill the full-time permanent position of *Consultant – Strategy and Policy*. SPRA is a network of recreation leaders dedicated to energizing Saskatchewan and changing lives! We imagine a province where everyone has the opportunity to enjoy recreation and feel more connected to nature, our communities and ourselves. It's our job to connect, educate and inspire others to build this future together. We're empowered to succeed through funding support from Saskatchewan Lotteries.

This newly created position is responsible for research, analysis and reporting on policies related to governance and the recreation industry, and for developing and implementing strategies to engage and strengthen Board and Chief Executive Officer (CEO) relationships with key stakeholders.

Responsibilities include, but are not limited to the following:

- Research, analyze and report on municipal, provincial and federal policy, legislation affecting current or future SPRA strategies, working closely with SPRA staff assigned to communication, research and evaluation.
- Develop and implement strategic actions to fulfill governance process policy outcomes, including the creation of measurable goals and activities.
- Coordinate and develop presentations/speeches and other material for the CEO and Board members to deliver at the Annual General Meeting (AGM), Board meetings and other events, as required.
- Prepare AGM, Special General Meetings and Board meeting agendas and packages.
- Review systems and align practices with organizational objectives through innovation and research.
- Coordinate engagement activities with members and stakeholders.
- Develop and maintain relationships and partnerships with stakeholders, including the government.

The successful candidate will be able to demonstrate having the following minimum qualifications:

- A degree in Recreation Administration, Commerce or a related field of study.
- A minimum of four (4) to six (6) years of experience in policy development, public relations, event coordination and working with the non-profit sector Volunteers, Boards and Committees - or a combination of these.
- A strong understanding of the Saskatchewan Lotteries system and municipal, provincial and federal government funding systems, policies and programs.
- Exceptional written and verbal communication and facilitation skills.
- Knowledge of, and ability to apply, strategic planning, program planning and project management, including performing outcome based planning and evaluation, and implementing strategic directions to meet performance outcomes.
- Knowledge of public relations and communication principles and practices.
- Knowledge and application of Microsoft Office.

Submit your resume by 4:00 p.m. on Wednesday, February 5, 2020 to:

Saskatchewan Parks and Recreation Association

Attn: Karen House, Consultant – Leadership, Evaluation and Human Resources

#100 - 1445 Park Street Regina SK S4N 4C5

Fax: (306) 780-9257

Email: hr@spra.sk.ca

Website: www.spra.sk.ca

SPRA thanks all applicants for their interest in this position, however only those candidates selected for an interview will be contacted.

Supported by:

