**Competencies**

* **Analytical Thinker** –Interprets, links, and analyzes information in order to understand issues.
* **Change Maker** - Manages, leads and enables the process of change and transition while helping others deal with their effects.
* **Communicator** - Uses verbal, written and non-verbal communication to gather information and deliver key messages.
* **Creative Thinker** – Questions conventional approaches, explores alternatives and responds to challenges with innovative solutions or services, using intuition, experimentation and fresh perspectives.
* **Decision Maker** - Makes decisions and solves problems involving varied levels of complexity, ambiguity and risk.
* **Influencer** - Gains support and convinces others to advance the objectives of the organization.
* **Initiator** - Identifies and deals with issues proactively and persistently; seizing opportunities that arise.
* **Leader** - Leads and supports a team to achieve results.
* **Relationship Builder** - Builds and actively maintains working relationships and/or networks of contacts to further the organization’s goals.
* **Planner/Organizer** - Plans, organizes and prioritizes work to meet established deadlines and standards.
* **Strategic Thinker** - Develops and inspires commitment to a vision of success; supports, promotes and ensures alignment with the organization’s vision and values.
* **Team Player** – Establishes and maintains effective working relationships with others. Works cooperatively to accomplish shared goals and objectives. Values the diversity of others and their perspectives.

**Skills**

* Technologically proficient
* Sound knowledge and understanding of social media platforms
* Detail oriented
* Ability to prioritize multiple tasks/deadlines
* Strong time management skills
* Strong written and oral communications skills
* Strong interpersonal skills
* Financial skills such as bookkeeping, banking, budgeting etc
* Comfort discussing financial matters/fundraising
* Ability to effectively delegate tasks when necessary
* Project management experience an asset
* Volunteer management experience an asset
* Volunteer board experience