



## **Job Posting**

### **Communications and Administration Coordinator**

The BC Association of Farmers' Markets (BCAFM) was founded in 2000 to:

- Support British Columbia producers of agricultural products, food products, and crafts
- Promote, educate, encourage, develop and support farmers' markets in the communities of BC
- Educate the public to choose healthy British Columbia grown agricultural products to ensure a secure food system, to reduce the carbon footprint and to ensure the viability of farming into the future

### **Job Summary**

The FMNCP Communications and Administration Coordinator will manage office systems and administration of BCAFM and programs including the Farmers Market Nutrition Program (FMNCP).

### **Key Responsibilities**

The BCAFM is seeking a detail-oriented, analytical individual who is able to work both independently and collaboratively. The Communications and Administration Coordinator will report directly to the FMNCP Manager and Manager of Membership & Communications. Duties include, but are not limited to:

### **Financial Coordination**

- Track and manage financial payments for FMNCP coupon redemptions, honorariums, vendors and reimbursements
- Prepare invoices and process accounts receivables using Quickbooks
- Monthly reconciliation and processing of payments from various online sources such as Eventbrite, Square and other payment systems
- Track and manage petty cash, make bank deposits

### **Coupon Program Communications**

- Update and create materials.
- Manage and participate in delivery of orientations
- Manage communications include monthly online newsletter and website content
- Strengthen working relation with key stakeholders

### **Coupon Program Coordination**

- Coordinate distribution of coupons and program materials to FMNCP partners and markets
- Create and manage systems for online reporting of distribution and redemption of coupons
- Collect and collate program data including partner reports and evaluations
- Take meeting minutes
- Create weekly automated emails to FMNCP partners
- Create online registration for conference calls, small grants and other program activities
- Provide ongoing support for program partners in selected regions, which includes site visits and regular communications
- Maintain and manage FMNCP stakeholder contact data.

### **Coordinating and maintaining office systems**

- Troubleshoot printer/internet/phone problems
- Ensure website, email, software, and other subscriptions are current and active
- Manage and order office supplies and equipment
- Manage online registration systems
- Maintain and update office manual and files



**BC ASSOCIATION OF FARMERS' MARKETS**

**General Program and Communications Support**

- Lead vendor insurance program coordination, recruitment, delivery, and promotion
- Set up online surveys and process registrations for conference, workshops, Webinars
- Coordinate printing and mail outs
- Support membership renewal process
- Develop FMNCP communications materials, including articles, photos, etc. to support overall communications strategies, including newsletter, social media and other outreach.

**Office Support**

- Answer phones and general emails
- Provide customer service to stakeholders
- Manage mail merge for correspondence

**The ideal candidate will have the following skills and attributes:**

- A diploma or certificate in office administration or equivalent experience
- At least four years of work experience in a similar position
- A high level of working knowledge of computers, databases, and software programs (Microsoft Office, Filemaker, QuickBooks) using a **Mac computer**
- Strong verbal communications skills
- Ability to problem-solve with strong inclination towards order
- A numbers person
- Possesses a proactive approach to office administration
- Strong interpersonal skills, a happy disposition, ability to exercise diplomacy, demonstrate a flexible attitude, maintains a positive focus, and uses discretion with confidential Information
- Knowledge and interest of farmers' markets or involvement in the local food movement

**Timeline and Compensation:**

This is a full time position from May 1, 2016 or ASAP with funding until December 2018. Renewal dependent on funding.

The hourly rate is \$20 per hour plus CPP, EI, WCB including two weeks vacation plus the week between Christmas and New Years off. Hours of work will be 35 hours per week, 9 am – 4:30 pm with occasional weekend and/or evening work.

The office is at 2642 Main Street in Vancouver.

**How to Apply:**

- Please send a cover letter and resume in a **pdf format, with your name in the title of the document by Wednesday, March 28 at 10 am** to [info@bcfarmersmarket.org](mailto:info@bcfarmersmarket.org)
- Interviews may be conducted during the recruitment period and only candidates invited for an interview will be contacted.

Activity	% Focus Daily/Weekly	% Focus Annually
Financial Coordination	5 %	5%
FMNCP Communications	20 %	30%
FMNCP Coordination	35%	30%
Coordinating and maintaining office systems	10%	10%
Program and Communications Support	15%	15%
Special Projects	15%	10%