



Employment Contract Opportunity

Organization:	BC Association of Farmers' Markets (BCAFM)
Role:	Grant Administrator (Temporary)
Hours of Work:	10 hours/week on average and additional hours as needed during the contract period of 20 weeks from November 15, 2021 to March 31, 2022
Compensation:	\$30.00 per hour
Location:	Remote (work from home)
Start Date:	November 15 th , 2021 (tentative)
End Date:	March 31 st , 2022
<u>Deadline to Apply:</u>	<u>NOON Monday, November 8th, 2021</u>
Websites:	bcfarmersmarket.org bcfarmersmarkettrail.com

About BC Association of Farmers' Markets

A provincial non-profit, the mission of BC Association of Farmers' Markets (BCAFM) is to support, develop and promote member farmers' markets across all regions of British Columbia. BCAFM is a unified voice for 145+ member farmers' markets, home to over 4,000+ farmers, food processors and artisans who share a common vision of 'BC Grow, Make, Bake'. In addition to many other exciting projects and initiatives, BCAFM is proud to lead the BC Farmers' Market Trail campaign and deliver the BC Farmers' Market Nutrition Coupon Program.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples;
- members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin;
- persons with visible and/or invisible (physical and/or mental) disabilities;
- persons who identify as women; and
- persons of marginalized sexual orientations, gender identities, and gender expressions.

About this Role: Grant Administrator

BCAFM is seeking a friendly, detail-oriented, highly organized person with direct grant administration experience to administer a large pool of funding to multiple farmers' markets operating across BC who will be eligible to apply for this funding. BCAFM has been entrusted to manage and deliver this funding in close partnership with a primary funder during the period of



November 2021 to March 2022. The Grant Administrator hired will report directly to the BCAFM Executive Director.

Employment Contract Summary

The BCAFM Grant Administrator is a temporary contract employee who will actively promote this funding opportunity to eligible farmers' markets according to established criteria requirements, review funding applications, track and coordinate the disbursement and financial reporting of all funding and expense claim reimbursements to successful applicants. This role will work in close collaboration with the BCAFM Executive Director and BCAFM Membership & Programs Lead to deliver this funding in a compressed timeframe from November 2021 to March 2022.

PRIMARY RESPONSIBILITIES

- Promote and regularly communicate this funding opportunity with farmers' markets operating across BC for the duration of the application period and funding available.
- Receive and thoroughly review all funding applications.
- Track and coordinate funding requests and update BCAFM project team and funders on a regular basis.
- Administer all approval/non approval communications with applicants.
- Track and coordinate all approved funding disbursements to successful applicants.
- Ensure all reporting including financial and expense claim reimbursement requests are received and processed properly and on or before established funding and project deadlines.
- Other duties as needed to successfully deliver the program.
- Other duties as required.

QUALIFICATIONS

- Minimum 1 year grant administration experience with a grant funder or similar entity
- Excellent customer/member service skills
- Strong communications skills
- Strong project management skills
- Strong financial acumen including managing spreadsheets
- Flexible, enthusiastic and collaborative work ethic
- Experience with Microsoft Excel, Word
- Experience with Mailchimp, Survey Monkey or equivalent an asset
- Must have reliable internet connection for remote work at home

WHEN & HOW TO APPLY

- **DEADLINE to APPLY: NOON Monday, November 8th, 2021**
- Please send your resume in PDF format with your name in the title of the document, as well as a cover letter that includes why you are a great fit for this role to the following



email address below. Please include **'BCAFM Grant Administrator'** in the email subject line.

info@bcfarmersmarket.org

- Please note that interviews may be conducted during the recruitment period and only candidates invited for an interview will be contacted.

BCAFM is committed to be an equitable and inclusive employer with our hiring practices and organizational culture. We encourage applicants from all over British Columbia with diverse backgrounds, communities and lived experiences to apply.

Thank you very much for your interest in BC Farmers' Markets.