



BC ASSOCIATION OF FARMERS' MARKETS

Job Posting

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 Administration Coordinator manages office systems and administration of BCAFM's programs.

Key Responsibilities

The BCAFM is seeking a detail-oriented, analytical individual who is able to work both independently and collaboratively. The Administration Coordinator will report directly to the Farmers Market Nutrition Coupon (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 and Square
- Track and manage petty cash
- Bank deposit

Farmers Market Nutrition Coupon 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.

Coordinating and maintaining office systems

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



Program and Communications Support

- Update farmers market web listings
- Set up online surveys and process registrations for conference, workshops, Webinars
- Coordinate printing and mail outs

Office Support

- Answer phones and general emails
- Provide customer service to stakeholders
- Manage mail merge for correspondence
- Maintain and manage online contact lists of stakeholders such as farmers markets, tourism offices, partners using Filemaker

The ideal candidate will have the following skills and attributes:

- A diploma or certificate in office administration
- 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 August 4, 2015 or ASAP with funding until November 2017. 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 June 29 at 10 am** to jobAC@bcfarmersmarket.org
- Interviews will be conducted on July 9th and 10th
- **Only those selected** for interviews will be **contacted**. No phone calls please.