



JOB POSTING

BCAFM Administration and Special Projects 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: BCAFM Administration and Special Projects Coordinator

A part-time position, the Administration and Special Projects Coordinator will support office systems and administration at the BCAFM.

Key Responsibilities:

The BCAFM is seeking a detail-oriented, organized, analytical individual who is able to work both independently and collaboratively. The Administration and Special Projects Coordinator will report directly to the Executive Director and managers as needed. Duties include, but are not limited to:

Financial Coordination

- 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
- Support and coordinator financial payments for Farmers' Market Nutrition Coupon Program to markets and community partners.

Coordinate and Maintain Office Systems

- Troubleshoot printer/internet/phone issues
- 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

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

Office Support

- Answer phones and general emails

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BC ASSOCIATION OF FARMERS' MARKETS

- Provide good and timely customer service to stakeholders
- Manage mail merge for correspondence

Special Projects

- Take a role in supporting other BCAFM projects such as the annual conference and other initiatives as assigned.

The ideal candidate will have the following skills and attributes:

- A diploma or certificate in office administration or equivalent experience
- At least three years of work experience in a similar position
- A high level of working knowledge of computers, databases, and software
- Programs (Microsoft Office, QuickBooks) using a Mac computer
- Strong verbal communications skills
- Ability to problem-solve and highly organized
- A “numbers” person
- Take initiative with 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 part time position, 12 hours per week, starting ASAP. All positions, programs and projects of the BCAFM are subject to ongoing funding.

The hourly rate is \$20 per hour including 4% pay in lieu of vacation plus a paid week vacation between Christmas and New Years. The 12 hours per week schedule will be determined with the candidate chosen. Occasional weekend and/or evening work also required.

The BCAFM office is located 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 on or by **Tuesday, March 27, 2018** to info@bcfarmersmarket.org with BCAFM included in the subject line.
- Interviews may be conducted during the recruitment period and only candidates invited for an interview will be contacted.

Thank you for your interest!

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