Special Projects Coordinator

The Special Projects Coordinator provides direct support to the Executive Director for the various special projects that the organization undertakes. This role is fast paced with numerous functions and responsibilities attached to it and reports to the Executive Director. It is a great opportunity for a student to gain valuable employment skills in the agriculture industry. A work week of 16 hours is scheduled as follows;

- Fridays- 8:30am-4:30pm (in-office unless event based, with an hourly lunch break)
- Saturdays- 9am-5pm (off-site at events, growers, or working at home with an hourly lunch break)
- M-Thursday- 0.5/hours per day (correspondence)

Functions of the role include;

- assisting with compliance of the Advanced Payments Program Agreement
- building relationships with producers,
- ensuring office is open during regular business hours and provides a warm and welcoming environment
- complying with regulations in regards to operations of the organization
- adherence to administrative best practices to improve efficiency and effectiveness
- supporting the mission, vision, and strategic plan of the organization

Duties and Responsibilities;

The duties and responsibilities of the Special Projects Coordinator include the coordination of the special projects undertaken, monitoring of the Advanced Payment Program, promoting the industry at special events, and event planning. The responsibilities also include ensuring grower information data is up to date and catalogued appropriately in the information management systems.

Duties and Responsibilities include;

- Advanced Payment Program- measuring fields and bins, reporting crop conditions, updating grower files, and liaising with stakeholders.
- Front Desk Reception- answering phones, greeting visitors, providing refreshments, and ensure environment is welcoming and receptive.
- Communications-responding to inquiries, providing information for social media, liaising between consultants and ASBG, and website development
- Data Input and Collection- updating quota software, databases, contact lists, producer lists, and the policy and procedure manual.
- Event Planning- planning events and meetings associated with the special projects as well as assisting other office staff with other ASBG events.
- Office work- includes filing, data management, gathering field data, and general office duties.
- Public Relations- promotion of ASBG at public events
- Climate Change CAP Project- liaise between processor, growers, and consultant to facilitate the work the consultant requires. Organize meetings, conference calls, and reports on the project.
- Public Trust CAP Project- liaise between stakeholders, organize events, and write grant reports.
- Other Grant Projects as approved by the Executive Director

Job Information;

- Employment from October 1, 2019-April 15, 2019 and then if the organization receives funding for a summer student position, will roll into full-time summer employment with 35 hours per week.
- Hourly Wage of $15.00
- Student must be in at least 2nd year of post-secondary education with strong computer skills and communication skills. A focus on business or agriculture is preferred.
- Preference will be given to a child of a sugar beet producer, but agricultural background is also a very desirable trait.

Applications;

Please submit resume with two reference letters to;

Attention: Melody Garner-Skiba, Executive Director
Email: melody@asbg.ca

Resumes will be accepted until September 27th, with start date in early October.