

Senior Staff Position – Secretary-Manager

Part-time Job Description

An association of farmers requires a part-time staff member to carry out duties as prescribed by the board of directors. The position will require leadership to engage members for communication and promotion of relevant matters within the agricultural industry. Identity preservation and quality assurance programs are integral to work with government partners, researchers and commercial growers.

Duties:

- Report to, carry out instructions of, and work cooperatively with the Board of Directors including follow up on policy, regulatory issues, and correspondence;
- Prepare meeting agendas, attend board meetings, record, circulate and file meeting minutes, and retain archival records;
- Organize and coordinate the annual meeting, typically each December and organize all logistics for a field day each summer;
- Prepare and distribute newsletters 2-3 times per year;
- Utilize the latest in electronic communication including social media and e-newsletters
- Travel to, attend and participate in national meetings within Canada, typically twice per year;
- Work with the national office for organizing, coordinating, and hosting national conferences in Ontario every 4-7 years at locations to be determined;
- Acquire industry sponsors to support the costs of meetings and hosting of workshops and national events;
- Manage financial institution account(s) for deposits, cheque preparation for expenses, manage cash flow, reconcile bank accounts, and prepare regular financial statements, including budget forecasts, and preparation for the year-end audit report;
- Work collaboratively with government and industry agencies as required;
- Availability to travel within Canada several times per year, occasional travel within Ontario, and participate in periodic conference calls.

Skills and Experience:

- Passion for and thorough understanding of all aspects of crop production;
- Efficient operation of word processing, spreadsheets, accounting, audio-visual, teleconferencing, and social media;
- Outstanding written and verbal communication skills;
- A history of work experience and achievements reflecting credibility and integrity within the agri-food industry;
- Strong connections with agribusiness to support the overall activities;
- Well-organized and efficient in administrative duties.

Note: This position ranges from one-quarter to one-third full time employment, depending on budgets and prescribed duties. The Secretary Manager may work from a home office with up to date office equipment and within a secure internet infrastructure.

Interested candidates should send resume by **January 25, 2018** to: croptechontario@gmail.com

Only candidates invited for an interview will be contacted.