



Investment Agriculture Foundation of BC

Position: Buy BC Licensing & Communications Coordinator

POSITION TITLE: Buy BC Licensing & Communications Coordinator

Employment Conditions

REPORTS TO: Manager of Communications and Stakeholder Relations

LOCATION: Victoria, BC

STATUS: Permanent Full time Position

HOURS: 37.5 Hours per week

SALARY RANGE: \$46,000 to \$49,000 per annum. IAF is pleased to offer a comprehensive benefits package.

SPECIAL REQUIREMENTS: Travel domestically overnight within B.C. (expenses covered by IAF), current Driver's License, willingness to work overtime.

Overview

The Investment Agriculture Foundation of BC (IAF) is an industry-led, not-for-profit organization representing the agriculture, food processing, farm supply and post farm gate sectors across British Columbia. Since 1996, we have worked with our industry partners and funders to invest in projects that enhance the competitiveness, profitability and sustainability of BC agriculture and agri-food.

IAF is searching for a licensing and communications coordinator to administer the Buy BC program and work with the Communications and Stakeholder Relations Team to execute the Communications Plan. The Buy BC Logo Licensing Component will provide eligible B.C. agriculture, food and beverage, and seafood retailers, wholesalers, and distributors; other non-profit organizations; and Eligible Cost-share Applicants with the opportunity to obtain authorization to use Buy BC logo elements for marketing and promotional activities and, where applicable, product sales.

A successful coordinator will have exceptional organisational skills, understand the importance of due diligence and adherence to policy guidelines as well as strong interpersonal skills and client focus. The position is an integral member of the Communications and Stakeholder Relations Team and is expected to follow IAF processes and reflect IAF team charter values.

Key Responsibilities

- Manage day to day communication and requests for information and materials for all current and new licensees
- Follow the Buy BC licensing processes to support the program
- Prepare quarterly reports on the status of the licensing program
- Build relationships with all licensees, and troubleshoot problems

- Audit licensees' products to ensure compliance with program rules and values, and ensure that contract provisions are being honored
- Maintain the database of all licenses issued and other communication materials

Key Qualifications

KNOWLEDGE REQUIREMENTS

- Minimum of six months of relevant experience
- Client relations management.
- Knowledge of BC agriculture and agri-food and seafood sector is an asset.

SKILL REQUIREMENTS

- Excellent English writing, oral and presentation skills
- Ability to process, interpret and administer written policy and guidelines to ensure compliance and eligibility of applicants
- Proficient computer skills including MS Office Suite.
- Some database experience – Microsoft dynamics
- Excellent attention to detail, accuracy, timeliness and follow-up
- Engaged collaboration with team members, allied agencies and others as needed
- Ability to work in a fast-paced environment
- Team player to eager to learn and support a new business line

EXPERIENCE

- At least 6 months work experience in an office setting working with clients, preferably in licensing or marketing
- Experience in managing or working with government funded programs.

EDUCATION

- Post-secondary degree/certificate in marketing, business, communications or public relations.

Application

If you are interested in applying for this position, please submit your resume and a covering letter explaining your interest and what you would seek to accomplish in the role.

DUE: Friday June 22, 2018

FORMAT: PDF

SEND TO: info@iafbc.ca

We thank all applicants for their interest. Only those selected for an interview will be contacted.