



Investment Agriculture Foundation of BC

Position Description: Junior Program Manager – Marketing Programs

JOB: Program Management

POSITION TITLE: Junior Program Manager – Marketing Programs

Employment Conditions

REPORTS TO: Director of Client Relations

LOCATION: Field Position – Lower Mainland Vancouver BC

STATUS: 8 Month Co-op Position

HOURS: 28 hour to 37.5 Hours per week

SALARY RANGE: \$20.50 per hour (including vacation adjustment)

SPECIAL REQUIREMENTS: Co-Op Student (must be currently enrolled in Canadian Post-Secondary institution), travel domestically within B.C. (expenses covered by IAF), willingness to work overtime, ability to work remotely

Overview

The Junior Program Manager is a field representative responsible for providing information on funding opportunities and providing developmental guidance from project application to final reporting for the agriculture and agri-food sector. In addition to serving as a client-Foundation interface, the Junior Program Manager also supports the Board's decision-making Committees. A successful Junior Program Manager will bring high quality applications to the Foundation, establish solid working relationships with industry representatives and provide due diligence for Directors to support their adjudication processes. The position is an integral member of the Program Delivery Team and is expected to follow Foundation processes and reflect Foundation team charter values.

Key Responsibilities

- Encourage eligible high quality funding applications to the Foundation by matching client needs to funding programs and coaching clients.
- Clarify Foundation's funding programs, requirements, criteria, operational rules and procedures for clients to enhance understanding and encourage application submission, project compliance and excellent stakeholder relations.
- Communicate client needs to appropriate IAF staff and provide a supporting role in responding to clients.
- Provide due diligence to Foundation decision making processes with sufficient and complete information packages in approved formats.
- Liaise with colleagues in project management.
- Manage project contracting, reporting and amendments, working in collaboration with the appropriate staff and decision making committees.

- Participate in Program Delivery Team meetings and initiatives.
- Support Director of Client Relations as required.

Key Qualifications

KNOWLEDGE REQUIREMENTS

- Marketing and communication tools and principles.
- Client relation management.

SKILL REQUIREMENTS

- Excellent English writing, oral and presentation skills.
- Proficient use of Microsoft Office Suite.
- Self-Management and motivation.
- Ability to work independently and work successfully in a team environment.
- Effective communication of complex information in a concise and clear manner in written and oral presentations.

EXPERIENCE

- Customer service.
- Demonstrated Team engagement (e.g. sports, music, other)

EDUCATION

- Registered in a Canadian Post-Secondary Educational Institution in communications and/or marketing programs, business management or science.

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: Thursday, November 15, 2018

FORMAT: PDF

SEND TO: info@iafbc.ca

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