



Investment Agriculture Foundation of BC

Canadian Agriculture Partnership (CAP) Program Coordinator

Job Description

Employment Conditions

POSITION TITLE: Program Coordinator

REPORTS TO: Program Manager

LOCATION: Victoria, BC – Head Office

STATUS: Full-time Permanent Staff

HOURS: 37.5 Hours per week

SALARY RANGE: \$53,500 to \$61,000 per annum

SPECIAL REQUIREMENTS: Occasional travel domestically within BC (expenses covered by IAF)

About IAF

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.

Overview

The Program Coordinator is responsible for administering various provincial and federal programs that are being delivered by the Investment Agriculture Foundation. IAF's programs are application based and our clients are primary agricultural producers and associations as well as SME's from the food processing and agri-tech sectors.

In addition to serving as a client-Foundation interface in assisting applicants access the programs, the Coordinator also supports the Program Managers in the adjudication and contracting processes for the various programs. The Program Coordinator provides high quality decision materials such as completed applications, project budgets, summary recommendations as well as legal contracts. 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

- Develops and enhances complex relationships and partnerships between Investment Agriculture Foundation and the agriculture and food sectors and small businesses to further the understanding of the IAF's Programs;

- Provides ongoing guidance and support to applicants during the development of applications for IAF's programs as well as throughout the projects;
- Liaises with IAF's finance and payments and monitoring groups to ensure the flow of information is maintained as it relates to IAF's programs;
- Regularly communicates with program participants as it relates to IAF's programs and guidelines;
- Provides support and input into the development and ongoing evolution of program application guidelines to ensure the consistency and transparency of the process;
- Under direction of the Program Manager, provides support to the evaluation of applications process, ensuring consistency with Program guidelines and provides feedback and support to applicants as required;
- Provides project management support and administers all activities within accepted project management standards to facilitate the development of tourism plans while working collaboratively with program facilitators and community/sector representatives;
- Develops and manages all project documentation (e.g. project plan, status reports, approvals, contracting and close-out) ensuring all projects follow appropriate project management procedures;
- Provides reporting and tracking of program activities and funding as required;

Key Qualifications

KNOWLEDGE REQUIREMENTS

- Knowledge of project management principles and practices;
- Proven experience developing contracts and contractor relationship management;
- Proven experience managing and reporting on budgets and financial tracking;
- Demonstrated experience in preparing written reports; and
- Demonstrated experience in desktop applications including spreadsheets, database maintenance, presentation software and word-processing. (MS Office and Dynamics 365 preferred)

SKILL REQUIREMENTS

- Excellent verbal and written communication skills.
- Demonstrated tact, judgment and facilitation skills.
- Demonstrated attention to detail.
- Proven ability to participate in working teams.
- Demonstrated ability to work well under pressure to meet deadlines.
- Ability and willingness to adapt and work effectively within a variety of diverse situations and with diverse individuals or groups.

EXPERIENCE REQUIREMENTS

- Diploma in marketing or business and a minimum 2 years' experience in a program delivery related field; or an equivalent combination of education and experience;
- Minimum 2 years' experience stakeholder relations development and maintenance;
- Minimum 2 years' experience in logistics/planning/organization.

Application

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

DUE: Monday, May 13, 2019 @ 16:00 PST

FORMAT: PDF

SEND TO: info@iafbc.ca

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