

Investment Agriculture Foundation of BC

Job Description

Program Assistant

Employment Conditions

POSITION TITLE: Program Assistant

REPORTS TO: Program Managers

LOCATION: Victoria, BC – Head Office

STATUS: Full-time, 6-month contract (potential for extension)

HOURS: 37.5 Hours per week

ANTICIPATED START DATE: October 1, 2019

SALARY RANGE: \$23.08 to \$24.10 per hour

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 Assistant (PA) is responsible for providing support to various provincial and federal programs that are being delivered by IAF. Programs are application-based, and our clients are primary agricultural producers and associations as well as small and medium enterprises (SME's) from the food processing and agri-tech sectors.

The PA will be well-versed in data entry and bookkeeping and will have a keen eye for detail. They will work with Program Managers and Coordinators to ensure the effective and efficient processing of project applications and contracts. The PA will be an integral member of the Program Delivery Team and is expected to follow IAF processes and reflect IAF team charter values.

Key Responsibilities

- Enters project application information into database and prepares electronic documents for review
- Prepares and processes a variety of documents (such as reports, presentations, graphs, tables, etc.) using the Microsoft Office 365 Suite
- Reviews and verifies the accuracy of information received from clients
- Identifies discrepancies and follows up with appropriate parties to clarify, confirm or correct information

- Responds to inquiries from internal or external parties as appropriate
- Provides expertise and guidance in administrative processes, policies and procedures to staff

Key Qualifications

KNOWLEDGE REQUIREMENTS

- Knowledge of and demonstrated experience with the following:
 - Budgets and financial tracking
 - Microsoft applications including Word, Outlook, Excel and PowerPoint
 - 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 work effectively in a team setting
- Demonstrated ability to work well under pressure to meet deadlines

EXPERIENCE REQUIREMENTS

- High school diploma;
- Office Administration Certificate or Diploma considered an asset;
- Minimum 2 years' experience in an administrative, bookkeeping and/or financial records management role

Application

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

DUE: September 6, 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.