



## JOB DESCRIPTION

**Title:** Executive Director

**Date:** May 1, 2018

**Status:** 0.5 FTE, 9 month contract with annual renewal on March 31, 2019 (average of 15-25 hours a week, funding dependant)

**Start date:** June 1, 2018

**Closing date:** May 15, 2018

### **General Description of work**

This part-time, 9 month term contract position is to coordinate the newly established Lillooet Agriculture and Food Society (LAFS). This work will be guided by the purposes of LAFS - enhancing the agricultural viability of the region; promoting awareness, education, and research around local agriculture and food security; advancing sustainable agricultural practices; and assisting in localizing all aspects of the food system - and will focus on implementing the high priority recommended actions, as identified in the Ag Plan and Work Plan of LAFS.

Key tasks will include: program development and coordination; communications, fundraising, and administration. Specifically, the incumbent will work to implement the following LAFS Work Plan Priorities:

- Communications strategy.
- Hosting seminars, presentations, discussions, workshops (bringing in expert advice from other communities).
- Implementing the Agri-tourism and Market Access and Growth Strategy recommendations.

This position will work with the LAFS Board of Directors, providing professional best practice- based expertise and leadership/guidance in agriculture, food systems, and community-based economic development. The work involves considerable coordination, facilitation, management, fundraising, reporting, communications, and collaborating.

### **Major Duties**

1. Coordinate a broad-based network of local agriculture and food advocates including farmers, ranchers, St'at'imc, Provincial and local governments, health agencies, business and economic development, and community groups that will promote LAFS's vision for the region.
2. Organize/facilitate a minimum of 3 LAFS Board meetings and 1 AGM a year on behalf of the Chair.
3. Manage all aspects of Board-related activity.
4. Manage the 2018 workplan and develop the 2019 workplan based on the 2018 Operational Plan.
5. Fundraise for core activities and specific programs.
6. Coordinate and oversee the development of an annual report, financial statements, and Society-related paperwork.
7. Manage and hire staff and/or consultants according with available funding; oversee programming duties; act as a LAFS representative at local government and/or NGO meetings and events; liaise with food hub(s) and other local initiatives.

8. Host workshops/seminars that will bring in expertise to share success stories with the local agriculture and food community. This will require external funding in order for the task to be fulfilled.

9. Food system infrastructure acquisition: this action will include scoping, fundraising, and acting as a communications umbrella for individuals and groups working towards the acquisition of distribution, processing, and storage equipment.

10. Communications strategy: Maintain and oversee the communications strategy. Develop research and write communications pieces such as articles, pamphlets, fact sheets, etc. for specific target audiences (e.g. professional sectors, government, community groups). Work with media in getting stories, sound bites and messages out.

11. Maintain responsibility for communications regarding society administration and operation, liaising with other groups and funding partners. Includes: phone, emails, letters, compiling meeting notes, etc. Manage a listserv; maintain website, Facebook, and Twitter. Media releases (newspaper and e-newsletters) may also be required from time to time.

### **Minimum Qualifications**

- Strong knowledge of the Lillooet area and agriculture and food systems.
- Well-developed knowledge of the non-profit sector.
- Fundraising and grant writing skills.
- Exceptional oral, written and interpersonal communication skills, including the ability to engage, collaborate and cultivate relationships with a wide variety of partners and stakeholders including First Nations, potential funders, community groups, government officials and the general public.
- Program development and coordination skills.
- Strong administrative and organizational skills.
- Good time management and project management abilities.
- A high degree of self-motivation, an interest in taking initiative and the ability to work independently and proactively.

### **Education/Experience**

- Post-secondary education (degree or diploma) in community economic development, communications, facilitation, food systems, agriculture or a related discipline as well as two or more years of relevant experience, or an equivalent combination of education and experience.
- Project and fiscal management experience.
- Communications experience.
- Experience facilitating and engaging with community groups/volunteers and local governments.
- Knowledge of local agriculture and food distribution systems is an asset.
- Strong leadership, coordination and administrative skills.
- Experience in the non-profit society sector, including fundraising and grant writing.

### **Required Licenses, Certificates and Registration**

Valid BC Driver's License