

**BC Fruit Growers' Association**

**Position Description**

**General**

The Communications and Governance Coordinator is responsible for

1. Governance - organizing and attending committee and director meetings, minutes; automated per diems, maintaining committee terms of reference and member lists, etc.. (40%)
2. Corp Secretary - ensuring records are up to date and making changes - but perhaps you can continue to help in that area, as you did with the property registry (10%).
3. Member database maintenance (10%).
4. PAC points and Assistant Pesticide Applicator Certificate -related to 3 now, but separate system in future (15%).
5. Website and calendar maintenance (15%)
6. Google Workspace admin - adding/removing users, training, security (5%)
7. Payroll processing (5%)
8. Monitoring and directing general inquiry voicemail and email; directing general inquiries (5%).

The Communications and Governance Coordinator will work with the General Manager and BCFGGA Member Services Committee, as well as other organizations in support of the BCFGGA Strategic plan and Annual Work Plan.

**Other Information on the Position**

**Location:** Kelowna, Work from home not preferred, but negotiable.

**Education:** College diploma or equivalent experience.

**Languages:** English and Punjabi fluency preferred.

**Experience:** Experience with database maintenance (updating information, Google Workspace or MS Teams

**Availability:** ASAP.

**Wage:** \$45,000 to \$55,000 depending on qualifications and experience. Full time.

**Benefits:** Extended health and dental after 3 months.