

Manager, Communications and Membership

Job description

August 10, 2022

BC Fruit Growers' Association
880 Vaughan Avenue, Kelowna, BC V1Y7E4

Position Description

The Communications and Membership Manager is responsible for

- Newsletter, YouTube videos, and Article Archives: obtaining and editing short written articles / videos from relevant contributors (about 50% of content) and writing articles (about 50% of content. The BCFGAs Friday File is seen as a highly useful source of information by members.
- Governance - organizing meeting notices and facilities for meetings, attending Member Services Committee and Board of Directors meetings, minutes (25%);
- Developing and implementing an automated per diem process for committee member attendance, maintaining committee terms of reference and member lists, etc.. (10%)
- Corp Secretary - ensuring records are up to date and making changes (10%).
- Member database maintenance (10%).
- PAC points and Assistant Pesticide Applicator Certificate - related to 3 above (15%).
- Website and calendar maintenance (15%)
- Google Workspace admin - adding/removing users, training, security (5%)
- Payroll processing and accounts payable (5%)
- Monitoring and directing general inquiry voicemail and email; responding to general inquiries (5%).

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

Other Information on the Position

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

Education: College diploma, degree, or equivalent experience.

Experience: An entry-level position for a new graduate, or an advanced position for a person without post-secondary education.

Languages: English written proficiency (writing plain-language articles) is essential.

IT Experience: Experience preferred with database maintenance, Google Workspace or MicroSoft Teams, and basic video (YouTube) editing.

Availability: ASAP.

Wage: \$50,000 to \$60,000 for qualified individuals, full time.

Benefits: Extended health and dental after 3 months.

Reporting Relationships

Reports to: General Manager, BCFGA

Coordinates with: BCFGA Accountant, Horticulture and research Projects Manager, TFW Labour Manager, and growers

Benefits:

- Dental care
- Disability insurance
- Extended health care
- Life insurance
- Paid time off
- RRSP contribution
- Tuition reimbursement for relevant courses
- Vision care

COVID-19 considerations:

We follow common practice and directives of the health department.

Ability to commute/relocate:

- Kelowna, BC V1Y 7E4: reliably commute or plan to relocate before starting work (required)

Education and experience:

- Diploma or undergraduate degree preferred, or equivalent work experience

Application deadline: 2022-09-15

Please respond with cover letter and resume, or questions, to:
glucas@bcfga.com