

## **JOB POSTING: ADMINISTRATOR**

The Organic Farming Institute of BC (OFIBC) is a charitable non-profit Society incorporated in 2005. Its mission is to provide high quality practical training in organic farming methods for farmers, agricultural students and agricultural professionals. The OFIBC is governed by a Board of Directors and is located in Cawston, BC. More information about the OFIBC may be obtained at [www.ofibc.org](http://www.ofibc.org).

The OFIBC seeks a qualified contractor to oversee daily operations and fundraising. The position is part time, 12 hours per week.

### Duties

The Administrator will have the following duties and responsibilities

1. Governance
  - a. Take direction from and report directly to the Board of Directors
  - b. Act as Secretary of the Society without voting privilege
2. Fund raising: Applications to grant makers as directed
3. Marketing: Execute marketing initiatives as directed
4. Publicity and public relations
5. Registration: Manage online system of student registration
6. Information: Provide information on the Institute to students, learning institutions and general inquiries
7. Manage other Contractor's to the OFIBC that provide course development and delivery
8. Develop and maintain effective relationships with education partners, organic farming industry associations and other institutions as is desirable
9. Maintain website and keep printed materials current

### Qualifications

The following qualifications are required.

1. Valid driver's license and automobile that can be used during employment
2. Minimum three years of experience in business or office administration
3. Proficiency in computer software manipulation, including document writing, spreadsheet analysis, and presentations
4. Sound written and oral communication skills
5. Ability to work from home
6. Skill in marketing and publicity
7. Able to maintain auditable financial records

The following qualifications are desirable.

8. Experience in project management or team facilitation
9. Work experience as an instructor or in a training/teaching organization
10. Knowledge of farming
11. Experience working for a Board of Directors, preferably in a non-profit organization

Remuneration for the Administrator is \$1150/month. The Administrator will be a contractor to the OFIBC.

Please send résumé with three references before November 5, 2010 to:

Hiring Committee  
Organic Farming Institute of British Columbia  
PO Box 247, Keremeos, BC V0X 1N0

Inquiries: [info@ofibc.org](mailto:info@ofibc.org) or (250) 499 0376