

Lillooet Agriculture and Food Society

JOB DESCRIPTION

Title:	Executive Director
Date:	January 14, 2016
Status:	0.33 FTE, 1 year contract (average of 12 hours a week for a total of 570 hours a year)

General Description of work

This part-time, one year 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, logo/branding, website.
- Hosting seminars, presentations, discussions, workshops (bringing in expert advice from other communities).
- Convening regular meetings for all those interested in local food security and agriculture to discuss relevant issues.
- Food system infrastructure acquisition (storage, transportation, processing).
- Developing a local agritourism strategy.

This position will work closely 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, 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 government, health agencies, business and economic development, and community groups that will promote LAFS's vision for the region.
2. Organize/facilitate 3 LAFS Board meetings and 1 AGM in 2016 on behalf of the Chair.

3. Recruit Board members and manage all aspects of Board-related activity.
4. Manage the Year 1 (2016) workplan and develop the Year 2 (2017) workplan based on the prioritized actions identified at the Organization Development workshop held in October 2015, which may be modified in subsequent Board meetings.
5. Fundraise for core activities and specific programs. Keep funding status database up-to-date. Aim to raise \$50,000 during Year 1.
6. Coordinate and oversee the development of an annual report, financial statements, audit, and Society-related paperwork. The report and audit may be undertaken by a third party, which would require oversight by the ED.
7. Society administration: manage and hire staff and/or consultants once funding becomes available; 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: during this first year 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. Develop a local agri-tourism strategy: the role of the ED will be to raise funds to hire a qualified project coordinator or consultant to develop the strategy. The ED will be responsible for managing the project budget, updating the BoD on progress, and oversee the staff/consultant.
11. Host annual/semi-annual meetings for those interested in local food security and agriculture to discuss relevant issues as they arise. This format will differ from the AAC in that it will be open to anyone and the topics of discussion may be broader. The role of the ED will be to fundraise to host an initial meeting in Year 1 and will be required to facilitate the meeting.
12. Communications strategy: Maintain and oversee the communications strategy (a draft has been developed). Oversee the development of the logo and branding for LAFS and for agriculture in the region more generally. 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.
13. 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 organizational, 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