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Events Coordinator – Farm & Food Care Ontario

Farm & Food Care Ontario (FFCO) invites applications for a part time, contract position of Events Coordinator, to begin in January, 2019.

The Events Coordinator will be a valued member of the FFCO team, responsible for planning and organizing events and/or meetings for the organization. You'll have the ability to pull off an event and make it sparkle (working within limited budgets).

The role is hands-on and involves working as part of a team. The Events Coordinator must be able to complete a wide range of activities requiring clear communication with FFCO staff, volunteers, guests and host farmers (if applicable), excellent organizational skills and attention to detail. They must work well under pressure, ensuring the smooth and efficient running of all aspects of the event. Responsibilities will include all operational, implementation and post event activities including budgets, securing and booking venues, hiring, coordination and payment of vendors, booking of speakers, entertainment, promotions and more.

Events will include, but may not be limited to:

- Breakfast on the Farm (two annually)
- FFCO AGM
- FFCO Ontario's Harvest Gala
- Bus tours

The days and hours to be worked (from a home office) are negotiable. Some evening and weekend work will be required. Salary will be based on experience and skills. Candidates must have a valid driver's licence and use of their own vehicle for occasional business travel.

KNOWLEDGE/SKILLS REQUIRED:

- A minimum three years' experience in a related field
- Proven ability to take direction and input to develop effective branded events, achieving the organization's goals

- Ability to represent agriculture in a professional manner and develop professional relationships
- Excellent written and oral communication skills.
- Good in interpersonal skills, organizational ability, time & project management skills
- High multi-tasking ability and sound negotiation skills
- Ability to work under pressure and cope with tight deadlines
- Ability to problem solve and work individually in a changing environment with moving deadlines
- Experience using the Microsoft Suite of products
- Basic knowledge of social media platforms
- Valid drivers' license and access to a vehicle.

Farm & Food Care Ontario is a coalition representing tens of thousands of livestock, crop and horticulture farmers and related businesses with a mandate to provide credible information on food and farming.

Please submit resume, references and covering letter indicating your salary expectations to jobs@farmfoodcare.org by November 23, 2018. We appreciate all applications but only candidates selected for an interview will be contacted.