



660 Speedvale Avenue West
Suite 302
Guelph, ON N1K 1E5
519-837-1326
info@farmfoodcare.org
www.FarmFoodCareON.org
@FarmFoodCareON

Special Events Manager – Farm & Food Care Ontario

Farm & Food Care Ontario (FFCO) invites applications for a full time, one year contract position of Special Events Manager, to begin in August, 2021.

The Special Events Manager 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 successful candidate 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 events. 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.

Some evening and weekend work will be required. Salary will be based on experience and skills. Work will be based out of Farm & Food Care's office in Guelph but the successful candidate will be able to work from a home office the majority of the time.

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 cover letter indicating your salary expectations to kelly@farmfoodcare.org by July 21, 2021. We appreciate all applications but only candidates selected for an interview will be contacted.