



BC Agriculture in the Classroom Foundation

PROGRAM COORDINATOR

Who we are

The **BC Agriculture in the Classroom Foundation** works with educators to bring agriculture to students within BC's K-12 educational system. Our non-profit Foundation has successfully developed and offered a variety of provincially focused programs including the BC School Fruit & Vegetable Nutritional Program + Milk, Fresh to You, Take a Bite of BC, Spuds in Tubs and other innovative, award winning programs. BCAITC partners with the provincial government to deliver the BC School Fruit & Vegetable + Milk Program to 1461 schools across the province of BC. Refer to www.bcaitc.ca for more information.

Position Overview

We are recruiting for a full-time Program Coordinator to provide logistical and communications support related to the safe, orderly, and timely implementation of the BC School Fruit & Vegetable Nutritional Program + Milk and Fresh to You. When required, the coordinator would also assist in the organizing of other programs and maintaining an accurate database.

Key Responsibility Areas

- **Logistics:** Ensures delivery of the product is safe, timely, and according to plan.
- **Program Support & Administration:** Works with the specialty software created to run the BC School Fruit & Vegetable Nutritional Program + Milk.
- **Stakeholder Relationships:** Responds to school/driver requests and inquiries. Works collaboratively with programs staff and school contacts to ensure programs are readily accessible to educational institutions and BC teachers. Contributes to a positive work environment and delivery of all BCAITC programs and resources by supporting the work of the Programs team.

Candidate Description

Your background and experience should demonstrate a commitment and ability to make a contribution to the BCAITC mission, "*Working to bring BC's agriculture to our students*". Timelines are key, so time management and organizational skills are essential to ensure multiple programs in a multi-stakeholder environment meet defined deadlines without sacrificing stakeholder relationships. As this role is the liaison between BCAITC and educational institutes/teachers, strong interpersonal, relationship building and communications skills, including excellent written and verbal English language skills, are essential. Highly proficient use of Microsoft Office suite, Access database, and spreadsheet skills are a **necessity**. Experience with non-profits, educational institutes, project/event management, logistical support, and building service relationships with peers and external partners would be an asset.

How to Apply

Submit your cover letter, resume, and salary expectations by email **no later than August 14, 2019** to:

BC Agriculture in the Classroom Foundation
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