



Program Coordinator Job Description

The Manitoba Organic Alliance is seeking a Program Coordinator to assist with managing its programs, events and coordinating its activities.

The Manitoba Organic Alliance (MOA) is a non-profit organization, representing all organic entities in Manitoba. MOA's aim is to represent, promote and grow Manitoba's organic sector through knowledge sharing, advocacy, and market development. Our vision is for a strong, resilient, and united organic sector based on the foundational principles of organic agriculture – health, ecology, fairness and care.

Send queries or your resume and a cover letter to: HR@manitobaorganicalliance.com

Hours: Full time for one year. Flexible hours. Open to negotiate part-time contract.

Salary: \$42,000

Reports to: Executive Director

Location: Working from home; some travel within Manitoba will be required.

Application Deadline: Open until filled

Tasks

Fundraising

Support fundraising efforts through securing private donations and sponsorships. Assisting with grant applications and reporting.

Events Planning and Programming

Coordinate of grant-funded programs.

Coordinate and manage logistics for MOA events, including farm tours, training sessions, workshops, etc.

Promote MOA events through social media, newsletters, and partner organizations.

Assist with production of Grain on the Brain podcast.

Provide support where needed for the organic marketplace platform development.

Administration

Work with MOA's board of directors and its committees for project administration and provide support where needed.

Maintain relevant databases.

Provide administrative support for the management of the Manitoba Organic Grain check-off.



Communications

Act as member liaison and communicate with MOA's members, including preparing a monthly newsletter.

Act as donor/sponsor liaison and contact potential sponsors, send annual thank-you notes, etc.

Update MOA's website with events/other information.

Education and Skills

College or undergraduate degree/diploma.

Knowledge of or a passion for organic agriculture.

Proficient in oral and written English language.

Reliable internet connection and cell phone.

Located in Manitoba.

Proficient in word processing and spreadsheet use, and comfortable using Google Drive.

An asset would be proficiency in WordPress.

A positive disposition, an eagerness to learn, a strong attention to detail, and a willingness to take ownership of tasks both big and small.

Exceptional verbal and written communication skills as needed to draft and review professional correspondence, manage telephone calls, and greet event attendees and speakers.