



## **Organic Events Coordinator**

We are looking for an outgoing, self-motivated, highly organized person to join our team as a summer student. The Organic Events Coordinator will be coordinating events, educational activities and promotional campaigns for organic consumers, farmers and businesses. The coordinator will work closely with Organic Alberta's Marketing, Livestock, New Grower and Optimizing Production Program Coordinators, as well as with farmers and business representatives from across the organic community.

**Activities include:** Field tours for farmers and farm apprentices, events for consumers, the Alberta Organic Food marketing campaign, Prairie Organic Grain Initiative, and other general activities that support Organic Alberta.

### **Key responsibilities:**

- Developing promotional materials and messaging
- Event planning activities such as: registrations, answering inquiries, coordinating speakers, working with farmers, hiring caterers, requesting donations, and working with partners
- Administrative support such as: surveys, research, inventory, and other related activities as needed

### **Requirements:**

- Canadian citizen or permanent resident, under the age of 30
- Be a full-time student returning to school in September

### **Qualifications:**

- Passion for local food and organic agriculture
- Strong organizational skills
- Excellent communication skills
- Technologically literate
- Dependable, self-starter who is comfortable working independently
- Ability to manage multiple priorities

### **Assets:**

- Experience working with non-profit, grass-roots organizations
- Experience with event planning and coordination

**Position details:** \$13/hour, 35 hours a week for 15 weeks. Position to begin early to mid-May.

**Application Deadline:** 5:00 PM Friday April 10, 2015. To apply please email your resume and cover letter to [info@organicalberta.org](mailto:info@organicalberta.org). Only candidates short-listed for an interview will be contacted.