

Organic Event Coordinator – Summer Student

Roles and responsibilities

The Organic Event Coordinator will support MOA staff to undertake the following activities:

Event Planning:

- Plan and coordinate workshops and in-person farm tours
- Promote events in newsletters and on social media
- Create promotional material

Fundraising:

- Identify funding sources and secure sponsorships for events
- Attend relevant planning meetings
- Assist with administration of MOA's programming and databases
- Report on a regular basis to MOA

Experience, Qualifications and Personal Traits

- Experience with event planning/coordination and fundraising
- Comfortable working independently and on a team
- Strong oral and written communication skills
- Proficient in Microsoft Suites and familiarity with Google tools
- Excellent interpersonal skills and an interest in organics
- A positive disposition, an eagerness to learn, strong attention to detail, and an ability to work independently and on a team
- Experience and knowledge in farming and agriculture sector is an asset

Position Location

Primarily working from home in Manitoba, but some local travel will be required. Travel costs/mileage will be reimbursed.

Remuneration Full time. 16 weeks. \$20.00/hr

Eligibility criteria

- You must be a full-time student currently returning to your post-secondary studies in the fall
- Valid Manitoba driver's license and access to a vehicle
- Reliable access to high speed internet connection, laptop, and cell phone

Manitoba Organic Alliance is an equal opportunity employer. Applicants interested in this position are invited to forward their resume and short cover letter to hr@manitobaorganicalliance.com. Please indicate the position you are applying for in the subject line of your email. Applications will be evaluated as they are received and the competition will remain open until the position is filled. Only those candidates selected for an interview will be contacted.