



## BC Agriculture in the Classroom Foundation

### PROGRAM COORDINATOR ~ Administration

#### **Position Overview**

Reporting to the Executive Director, the primary role of the Program Coordinator Administration (PC) is the successful implementation of the programs (BCSFVNP+Milk, Fresh to You, Take a Bite of BC) provided by BCAITC. The PC is also responsible for the efficient sourcing and delivery of product for these programs.

The secondary role of this position is to coordinate program learning resources, provide high-level administrative support, and contribute to the development and maintenance of positive relationships with BCAITC stakeholders. As a member of the BCAITC programs team, they will participate in special projects as assigned.

#### **Key Responsibility Areas**

##### **Program Coordination & Product Delivery (75%)**

###### **1. BCSFVNP +Milk**

- a. Coordination of deliveries for BCSFVNP+Milk
- b. Liaison with OWFG and program carriers / volunteers
- c. Notify schools of delivery changes and missed shipments
- d. Develop and implement hard to reach location delivery methods
- e. Answer all logs generated from school log in
- f. Update "wow" comments from logs and supplier logs monthly
- g. Manage PDQ delivery legs / data base
- h. Coordinate Independent Grocer deliveries
- i. Create excel forms for tracking invoices and volunteer driver expenses.
- j. Ensure PDQ school, route, and program cards are up to date
- k. Update all online forms, posters annually
- l. Process new intake of schools for the fall season including the refresh packages
- m. Organize with the annual volunteer and Independent Driver packages

###### **2. Fresh to You Fundraiser**

- a. Liaison with suppliers, carrier of record, and sponsors regarding deliveries
- b. Provide Information for program promotion to other program coordinators
- c. Create weigh bills to support produce deliveries, oversee logistics
- d. Manage communication with schools
- e. Accept and process payments
- f. Update resources for website and school log in
- g. Manage PDQ program data base, oversea budget
- h. Gather feedback for evaluation and create end of program report

### **3. BCAITC Fundraisers**

- a. Assist in planning and organizing
- b. Liaison with chefs regarding menu, volunteers and food resources
- c. Initialize fundraising activities
- d. Create end of program report

### **Program Support & Administration for BCAITC Programs (20%)**

1. Works with Executive Director and Lead Program Coordinator to ensure program materials are maintained, current and properly distributed. Includes promotional materials, program resources, learning materials, etc.
2. Prepares and maintains required program reports and documents in support of program administration.
3. Provides appropriate support to the Executive Director including information and input to assist with program decision-making, execute existing programs and recommendations for ongoing enhancements to ensure the viability and effectiveness of BCAITC programs and learning resources.

### **Office Administration (5%)**

1. Coordinates all activities related to the effective and efficient implementation and delivery of BCAITC programs as delegated by the Executive Director.
2. Provides logistical and communications support to all schools for all BCAITC programs as directed by the program's lead Coordinator.
  - a. Works collaboratively with schools to ensure food resources are delivered in a safe and orderly manner.
  - b. Ensures that all school requests / inquiries are addressed.
3. Identifies methods of enhancing the effectiveness and efficiency of coordinating BCAITC programs and learning resources.
4. Assists in ensuring programs and resources are readily accessible to educational institutes and BC teachers.
  - a. Coordinates and distributes available resources.
  - b. Implements methods for accessing BCAITC learning resources.

### **Stakeholder Relationships**

1. Develops and maintains harmonious and effective relationships with program partners, including government representatives, industry partners, educational institutions and educators that the coordinator liaisons with to execute a program.
2. Works with the Executive Director to ensure success of BCAITC programs and initiatives including special events.
3. Attend trade shows to promote BCAITC

### **Required Experience, Skills and Knowledge**

- Ability to work independently with minimal direction while demonstrating the ability to exercise mature judgment, prioritization and organizational skills.
- Excellent ability to multi-task; strong attention to detail.
- Demonstrated efficient and service focused coordination of multiple programs.
- Self-motivated; ability to work under pressure and meet deadlines.
- Strong interpersonal skills with a demonstrated ability to establish and maintain effective working relationship with others and successfully interact with stakeholders and peers.
- Highly proficient use of Microsoft Office suite, in particular Word, Excel and PowerPoint. Excellent database and spreadsheet skills required.
- Superior written and oral communications skills and ability to work with stakeholders.
- Minimum 3 years experience in a coordination and/or administration role, preferably in the educational and/or non-profit sector.