

We are seeking a highly motivated **project manager** to provide coordination and implementation support to various programs which include but are not limited to a research market study, a co-packing portal, and a student placement program. As the project manager, you will work closely with the General Manager to deliver project-related activities such as project lead, and industry outreach, along with project meetings with funders and contractors.

Duties and Responsibilities:

- Remain AFPA's project lead and administration on the above-mentioned projects.
- Provide tracking of work plans and project updates to the Executive Director, General Manager and AFPA Board when necessary;
- Organize meetings, coordinate project activities, manage relationships with key stakeholders, secure industry and other project-related logistical requirements;
- Monitor and report on the project progress (e.g. minutes of meetings, evaluation/feedback notes, focus/industry group/committee transcripts, etc.);
- Ensure that any project concerns are communicated to the Executive Director;
- Ensure the ongoing participation and commitment of members and funders related to project objectives through ongoing communication, support and coordination;
- Support project members to ensure projects are delivered on time, within scope, and within budget;
- Provides assistance in the evaluation of the project;
- Track deliverables and keep the organization updated about timelines;
- Contribute to the AFPA organization with the recruitment and enrolment of new members, sponsorships and other revenue opportunities;
- Create promotional and marketing material copy when necessary to enhance and promote the AFPA organization on social media and other platforms/outlets;
- Constantly represent AFPA to their highest ability while following the mission and principles of the organization;
- Support other AFPA projects when requested upon by AFPA leadership

Qualifications:

- University or college degree (preferred in political science, communications, or public policy), and a minimum of 5 years of government media relations and/or project coordination experience
- Minimum 2 years working in a non-profit organization and/or other sectors
- Strong organizational, planning, and time management skills, with the ability to multitask and coordinate projects with tight timelines
- Excellent interpersonal, verbal, and written communication skills
- Membership recruitment and assistance experience
- Ability to work effectively in a wide range of setting with people from diverse backgrounds, including funders, members and co-workers
- Knowledge of concepts, approaches, and practices related to the Alberta Food Processing Industry

- Experience working with government funding is considered an asset
- Works well independently and in a team-oriented, collaborative environment
- Proficient use of Microsoft Office Suite: Word, Excel, Powerpoint, and Outlook
- Comfortable working from home while using collaborative software such as teams, google-meet and zoom
- Ability to travel upon request
- Ability to interact professionally with multiple stakeholders and partners from different sectors, industries and governments

Compensation and Expectations:

1. This role will take place Monday to Friday (mostly) with the odd event or commitment in the evenings or weekends
2. This position will start at .75 time (this will be 30 hours per week commitment) with the opportunity to possibly increase to full time in the new year
3. The target starting salary for this position at .75 time is 45,000 - 58,000 (Cdn Dollars)
4. Timeline - Resume Deadline November 25, 2022, at Noon, Interviews the week of November 28, 2022, with a start date ideally in early December 2022.
5. Working virtually, with the possibility of a hybrid office environment.

Please note this position is a quick turnaround for the organization it is AFPA's desire that individuals who are interested apply by November 25th at 12 (noon) Mountain Time to:

Melody Pashko, General Manager
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melody@afpa.com
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Thank you for your time only those that are under consideration for the position will be contacted for an interview.