

Program Manager Job Posting

December 2017

Job Title: Program Manager
Employer: Vancouver Urban Farming Society (VUFS)
Location: Metro Vancouver (remote)
Hours of Work: Up to 15 hours/week
Hourly Wage: \$20/hour
Application Deadline: January 7, 2018

Applications are currently being accepted from dynamic and highly motivated individuals to fill a part-time **Program Manager** position starting in January 2018.

About Us:

The Vancouver Urban Farming Society (VUFS) is a nonprofit organization working to strengthen urban farming through education, networking, advocacy and business support towards our mission of growing urban farming in Vancouver and beyond. We do so through programming and events, maintaining a strong network, working with policymakers, as well as public education and engagement. You can learn more about us at www.urbanfarmers.ca

Job Summary

The Program Manager has primary responsibility for managing and coordinating all aspects of the Vancouver Urban Farming Society's (VUFS) programming, including VUFS' monthly workshop series and the annual Urban Farming Forum, to be held in Fall 2018. The Program Manager reports to the Executive Director.

Key Tasks & Responsibilities:

A. Project Activities

- Coordinate the delivery of all project activities

- Ensure all appropriate waivers and media releases are obtained from participants at all activities
- Design, plan, and deliver the VUFS monthly workshop series
- Organize all aspects of the VUFS annual Urban Farming Forum

B. Communications

- Produce relevant communications materials for VUFS' social media, e-newsletter, and website
- Respond to general email inquiries about VUFS
- Liaise with the media as necessary

C. Volunteer Management

- Recruit and manage volunteers as necessary for delivery on project outputs and outcomes (ex. Volunteers for the Forum Committee)
- Work with the Executive Director to seek out and apply for funding for summer students, interns and honourariums for volunteers

D. Stakeholder Engagement

- Engage existing and new stakeholders to ensure that project outcomes are achieved
- Work with Executive Director to ensure programs are implemented using best practices
- Ensure on-going stakeholder engagement in all aspects of VUFS programming
- Participate in community events and promote VUFS at events
- Ensure excellent relationships with stakeholders groups through consultation, collaboration and participatory approaches

E. Program Monitoring and Evaluation

- Monitor project outcomes using established indicators
- Document all activities through photography, video, and/or interviews with participants
- Design and distribute evaluations at all program activities based on program indicators and outcomes
- Report on achievement of outcomes through reports to the Executive Director and funders

F. Finance Monitoring and Fund Development

- Monitor all aspects of the programs budget
- Ensure budgets are spent in accordance with funder requirements and expectations
- Provide regular reports to the Executive Director to ensure timely and effective spending
- Closely collaborate with the Executive Director to apply for funding for VUFS programming

G. Other

- Ensure program files are kept in good order
- Work collaboratively with the VUFS staff and board teams as needed
- Provide advice to the Executive Director and Board of Directors about incorporating issues relating to urban farming into operational and strategic planning

- Other duties as assigned

Qualifications:

- Previous experience in a nonprofit setting
- In-depth knowledge of urban farming and/or urban agriculture and other forms of small-scale sustainable agriculture and food systems
- Strong project management and event planning skills
- Experience with budget management and completing reports for funders

Personal Competencies:

- Highly motivated
- Strong critical thinking, analytical, and problem-solving skills
- Exceptional organizational skills with ability to effectively coordinate multiple projects, meet deadlines, and set priorities
- Excellent interpersonal, written and verbal communications skills
- Strong attention to detail
- Demonstrated ability to work remotely and independently with very little supervision, and collaboratively as part of a team

Assets:

- Previous experience developing funding proposals
- Experience with social media for nonprofits (Facebook, Twitter, Hootsuite, MailChimp)
- Experience with Wordpress
- Experience with InDesign

Submission Guidelines:

Deadline: January 7, 2018

- Submit a cover letter and resume or CV as a single pdf document
- Application file name and email subject line should read: Firstname Lastname – Program Manager
- Submit electronically only to maria@urbanfarmers.ca

Applications that do not follow these guidelines will not be considered

VUFS strongly supports employment equity. We encourage women, Indigenous peoples, differently-abled persons, LGBTQ+ folks, and visible minority or racialized persons to apply.

We thank all applicants for their interest, but **only those selected for an interview will be contacted.**