



## **BILINGUAL OPERATIONS AND PROGRAM MANAGER**

Agri-Management Services (AMS), an arms-length organization of the Agricultural Alliance of NB (AANB), is proud to present the following full-time, permanent opportunity for a bilingual **Operations and program manager**. AMS is a registered organization with a mandate to foster the growth of the agriculture and agri-foods sector, and provide administrative and managerial support to various agricultural commodity groups and associations (e.g. clients).

The successful candidate will report to the AANB Chief Executive Officer, ensure client satisfaction, and manage the organization while ensuring that strategic goals are met. They will be responsible to liaise with clients' board of directors to determine their needs and assist with or lead projects including event planning, setting clients' measurables, developing funding applications, and the management of multiple agricultural commodity groups and associations.

**Term:** Full Time

**Location:** New Brunswick (possibility of working from home)

**Hours:** 37.5 hours - Monday to Friday.

**Salary:** \$ 53,000.00. Health Benefit Plan and Pension Plan available.

**The successful candidate will be required to:**

- Ensure ongoing and consistent quality of management, administration and communications services;
- Provide services to clients such as, but not limited to: preparing agendas, writing meeting notes, providing operational oversight of the organization activities, preparing funding proposals, advising boards on policies, programs and strategic direction planning, helping clients reach strategic goals and action plans, supporting/advising boards on governance issues and requirements, organizing workshops and meetings for various clients;
- Oversee financial operations of AMS ;
- Expand revenue generating capacity to support existing program operations and expansion of new clients;
- Actively engage clients' board of directors and members, staff, potential clients and other stakeholders;
- Track AMS progress, clients' satisfaction, and performance on a regular basis;
- Strengthen clients' partnership and build relationships with potential clients and other stakeholders;
- Some travel required in the Province.

**Qualifications:**

- **Strong written and verbal communication skills in both official languages is required;**
- Experience in management;
- Administration skills;
- Experience in human resources an asset;
- Ability to work effectively in collaboration with diverse groups of people;
- Have experience in developing and managing budgets an asset;
- Knowledge of the agricultural sector in the province an asset;
- Experience working with a board of directors an asset;
- Public relations experience;
- Experience in overseeing multiple clients and projects.

To apply, please submit your resume and cover letter, saved as one document, to the Agricultural Alliance of New Brunswick by e-mail to [alliance@fermenbfarm.ca](mailto:alliance@fermenbfarm.ca) (not through Facebook) and state AMS- Controller/Manager in the subject line. The position will remain open until a suitable candidate is chosen.

Thank you for applying. Only those selected for a screening interview will be contacted.