



### **Part-Time Program Coordinator**

Are you great at organization and are looking for part-time work with flexible daytime hours? If so, there may be a job for you at the Agricultural Alliance of NB as a Program Coordinator. This would begin as a part-time position but more hours could be added depending on the number of contracts we receive.

**Term:** Part-time permanent (20 hours per week to start)

**Location:** Fredericton

**Hours:** Flexible between 8:30 am and 5:00 pm daily. No evenings, no weekends.

**Salary:** \$ 26,500 yearly

#### ***SPECIFIC DUTIES/ACCOUNTABILITIES:***

- Work with project coordinators to write funding applications and budget
- Work with financial officer to coordinate project work
- Send in applications, sign approval letters and return signed copy
- Keep applications organized and keep files up to date
- Monitor projects start and end dates, and extensions if any
- Monitor expenses compared to budget
- Send detailed monthly report to project coordinators regarding expenses vs. budget
- Contact project coordinators to collect reports when they are due
- Approve invoices from projects and give them to the financial officer

#### ***SKILLS AND ABILITIES***

- Experience with Quickbooks required
- Ability to manage and coordinate on multiple projects
- Experience in applying for funding/grants
- Highly organized, task oriented, independent worker with proven team skills
- Strong decision making, and creative with problem solving skills
- Bilingual an asset but not required

To apply, please submit your resume and cover letter, saved as one document, to the Agricultural Alliance of NB by e-mail: [alliance@fermenbfarm.ca](mailto:alliance@fermenbfarm.ca) (not through Facebook). Please state "Program Coordinator" in the subject line. The position will remain open until a suitable candidate is chosen. Only those selected for a screening interview will be contacted.