

June 25, 2024

Request for Expression of Interest:

Event and Communications Coordinator (Independent Contractor)

Background

BC Agriculture Council (BCAC) delivers a unified voice to government for British Columbia's agriculture sector. We represent 30 unique commodity groups whose membership is in turn comprised of about 20,000 farm families, together accounting for 96% of farm gate sales in our province. Our mission is to grow a strong, sustainable, and competitive agriculture sector through building industry consensus and advancing public policy.

The Food Security Emergency Planning & Preparedness (FSPP) Fund is a program funded by the Government of BC through the Ministry of Agriculture and Food and delivered by the Investment Agriculture Foundation of BC (IAF). The Fund allows agricultural producers, industry associations and local authorities to develop emergency plans and preparedness strategies with a unique focus on food security and agricultural resiliency, including investment in training and proactive procurement of equipment or infrastructure in anticipation of emergency events.

Under this funding initiative, BC Agriculture Council (BCAC) is leading a cross-sectoral project to prepare the agriculture industry to support local governments and Indigenous communities during high-risk hazard emergencies affecting agriculture. BCAC's project outcomes include a sector-wide emergency response plan, trained agriculture liaison resource personnel available to assist local governments during all aspects of emergency planning and response, and a standardized entry permit system template to enable farmers and ranchers greater access to their properties while under emergency evacuation orders.

Contract Opportunity

BCAC seeks a highly-organized and enthusiastic individual to take on the contracted role of **Events and Communications Coordinator**. Under the direction of the BCAC Executive Director, and working collaboratively with other FSPP Project Contractors, the **Events and Communications Coordinator** will carry out event planning and support for project communications.

Deliverables

The contract deliverables for this opportunity are as follows:

1. Support recruitment process for regional candidates for agriculture liaison training events including:
 - A. Small event coordination
 - B. Network outreach
 - C. Research and generating prospect contact lists

2. Provide event coordination for agriculture liaison trainings:
 - A. Carry out all advance preparation for regional trainings (8-12 events)
 - B. Attend and oversee most events including with direct logistical support
3. Coordinate training process for agriculture producers
 - A. Carry out all advance preparation for producer training events (total # TBD) including participant outreach, registration and support in person and online
 - B. Attend and oversee some events including with direct logistical support
4. Carry out project communications support including template development, document formatting, editing, proofreading and file management including:
 - A. Compile data on project outcomes
 - B. Prepare presentations
 - C. Prepare stakeholder reports

Contractor Requirements

- Demonstrated expertise in event coordination, administration and/or communication support
- Competent in relevant computer skills
- Familiarity with agriculture sector, emergency planning, natural resources or other relevant work experience
- Demonstrated ability to self-motivate, work independently and complete tasks with minimal supervision. Flexible, personable and resourceful.
- Valid driver's license with access to a reliable vehicle for travel.

Term

This contract has an anticipated start date on or around **August 1, 2024** and an anticipated completion date of **December 31, 2025 for a total contract term of 18 months.**

Submissions

Expressions of interest may be submitted to BCAC via email: communications@bcac.ca to the attention of Anna Marie White, General Manager.