



Event Coordinator

The Agricultural Alliance of New Brunswick is seeking a highly motivated individual to hold a contractual position of Event Coordinator.

Start Date: July 2nd, 2015

End Date: September 30th, 2015

Salary: Salary to be negotiated

Coordinator will be responsible for, but not limited to: contacting and recruiting farmers to participate in an event called Open Farm Day 2015, ensuring that the participants have all the necessary information. The individual will be responsible for promoting, organizing and evaluating the success of the event; developing and entering information on database; editing, correcting and finalizing various materials such as website and social media content, google map and other materials needed; and mailing information and soliciting promotional items to package for giveaways for each farm to distribute to the visiting public.

Responsibilities will also include the preparation of the messages for promoting the event on the radio, in newspapers and on television in both official languages in all regions of the province. The coordinator will act as liaison with sponsors, counterparts in neighboring provinces, media and government officials on "launch date" planning and coordination. There will be preparation and implementation of a follow up survey with all participants and a final report.

Proficiency in all Microsoft Office programs and social media is essential. This position requires an individual who is highly motivated and organized, enjoys working in a challenging environment and is able to meet deadlines.

The individual must be fluent in written and spoken English and French.

Applications must be received by the Agricultural Alliance of New Brunswick, 259 Brunswick Street, suite 303, Fredericton, N.B., E3B 1G8, on or before **June 12th, 2015.**

You can apply by e-mail at alliance@fermenbfarm.ca or by fax at 506-452-1085. For any questions, please call us at 506-452-8101.