



Program Administrator - Agriculture

Description: Fitzgerald & Co. has an opportunity for an individual to provide a variety of administrative services. Our office covers a wide range of activities including project management, conference and workshop coordination, literature reviews and research report writing, workshop facilitation, strategic planning, developing human resource and educational material, as well as association administration for 14 agricultural organizations.

This position has a salary range of \$39,000 to \$52,650 dependent on experience and skill set.

Duties:

- Managing the marketing, exam, certification, and continuing education components for an “in-house” certification program. This involves working with a Board of Directors and several committees and managing a central database.
- Writing and editing client newsletters.
- Website maintenance for our clients.
- Assisting in organizing and running conferences and workshops including preparation of workshop and conference material, managing registration, and making travel arrangements for speakers.
- Assisting with surveys, data gathering, web searches, and compilation of information into summaries.
- General office duties such as answering telephone and e-mail inquiries.
- Purchasing and maintaining office supplies.

Qualifications:

- exceptional verbal/written communication/interpersonal skills;
- experience managing websites and social media would be an asset;
- solid computer skills including proficiency in Microsoft Office (Word and Excel specifically);
- attention to accuracy/detail;
- organizational and time management skills; and,
- initiative.

Post-secondary education in agriculture, or a background in agriculture, is a definite asset.

Opportunity for advancement.

For additional information or to forward a resume, contact:

Susan Fitzgerald
Fitzgerald & Co.
3rd Floor, 195 St. David Street South
Fergus, ON N1M 2L4
(519) 787-4322
www.fitzgerald-and-co.com
Susan.tfio@bell.net

This position is available immediately.