

## **Assistant Administrator Position**

Fraser Valley Organic Producers Association (FVOPA) is looking for a talented and committed individual to fill the position of Assistant Administrator to perform a wide range of administrative functions. FVOPA is an organic certification body established in 2001 and is based out of Tsawwassen, Delta, BC. It is a non-profit organization with over 110 certified operators led by a Board of Directors whom works closely with the Administrator to ensure compliance and validation of the Canadian Organic Standards for its members.

Under the direction and supervision of the FVOPA Administrator, who manages the co-ordination of the FVOPA certification program and office personnel, the Assistant Administrator will support, assist and train with the Administrator, with the view to transitioning into the Administrator's role. The successful candidate will have solid knowledge and proficiency in Microsoft Office, including data management using Microsoft Dynamics 365 CRM, or a similar type of CRM database. Candidates with operational management, regulatory and auditing background, as well as an understanding of how to follow federal and ISO standards would be preferred.

Candidates will have a welcoming personality, strong work ethic, enthusiasm, be punctual, reliable and will be health/environmentally minded. Candidates will have strong communication skills in written and spoken English, strong leadership skills and proven diplomacy in dealing with various stakeholder groups. This is a great opportunity to use your experience in a fast paced and growing organic industry. A candidate holding a diploma (or similar) or with experience in operational and regulatory management is preferred.

The position is part-time at first (3 days a week) and will grow into a full-time and more responsible position.

Wage rate commensurate with experience.

Duties would include:

- Assisting current Administrator with management and co-ordination of certification program
- Processing client applications and renewals
- Maintaining databases and website
- Preparing documentation for Board of Directors meetings
- Annual reporting and annual auditing compliance.
- Preparation of budget, overseeing bookkeeping and financial records

We thank all applicants for their interest; however we will only contact qualified applicants for an interview. Please submit your interest by way of a cover letter and resume **by December 13<sup>th</sup>, 2017** to the Administrator

[admin@fvopa.ca](mailto:admin@fvopa.ca)