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Finance and Administrative Coordinator – Farm & Food Care Ontario

Are you the kind of person who thrives in a fast-paced environment, juggling multiple tasks with ease while keeping everything organized? Do you have a knack for building strong relationships and ensuring every detail is just right? If so, Farm & Food Care Ontario is looking for you. The ideal candidate is highly motivated, a proactive-problem solver and has demonstrated experience with the administrative needs of a not-for-profit organization. Step into a permanent role where your skills will shine and make a real difference.

Key Responsibilities:

- Perform accounts receivable and accounts payable functions as support to the Finance Manager;
- Provide customer service and office support; acting as a point of contact and support for customers and members;
- Lead the booking and shipping of displays and resources to events across Ontario;
- Collaborate with staff on event planning and preparation;
- Manage a variety of administrative activities including answering phones, completing mailings, and managing event registrations all in a professional manner;
- Take minutes during meetings and support various organizational tasks as needed including meeting planning and preparation;
- Some heavy lifting is required.

Qualifications:

- 3+ years of work experience in an administrative or financial coordination capacity.
- Excellent customer relations and communication skills (both oral and written).
- Strong organizational and time management skills with attention to detail.
- Demonstrated ability to multi-task, problem-solve, and prioritize to meet deadlines.
- Proficient in Microsoft Office programs; Customer Relationship Management systems.
- Proficient in Sage 50 or similar accounting software.
- Valid driver's license and access to a vehicle for occasional business travel.

Salary: Based on experience and skills. \$50,000 to \$60,000 plus competitive benefits package. The start date for this role is January, 2025.

If you're ready to contribute to a dynamic team and make an impact in the agricultural community, we want to hear from you.

Please send your resume and a cover letter detailing your relevant experience and your salary expectations to kelly@farmfoodcare.org by December 6, 2024. We appreciate all applications but only candidates selected for an interview will be contacted.

Farm & Food Care Ontario is a coalition representing tens of thousands of livestock, crop and horticulture farmers and related businesses with a mandate to provide credible information on food and farming.