**JUNIOR FARMERS' ASSOCIATION OF ONTARIO**

# Ontario Young Farmers' Forum
# Conference Administrator

JOB POSTING
May 2017 to April, 2018

Before applying to this position, please review our website www.jfao.on.ca. We are a member driven organization built for youth, by youth and we strive to "build future rural leaders through self-help and community betterment."

On behalf of JFAO, we are presenting to you the position of **Ontario Young Farmers' Forum Conference Administrator**. The honorarium for this position will be $1250 upon successful completion of the contract to the satisfaction of JFAO. 50% will be awarded following the Forum, and 50% after the final report is approved by the Board and a JFAO employee job performance/review form has been filled out and submitted to the JFAO Past President. Related approved expenses will be paid monthly as reported on a JF claim form but must be received no later than December 31, 2017. This position lasts from April 2017 to April 2018 and provided it has been fulfilled to the satisfaction of JFAO, you will be given the option to extend it for another year.

*Specific Duties:*

- Support the OYFF Chairperson and organizing committee in hosting a successful event.
- Work with the committee via teleconference/online communication/in-person meetings to prepare the conference schedule by arranging speakers & break-out sessions.
- Research funding opportunities and assist in the preparation of grant applications (including the possibility of Growing forward 2 grant to be completed with the Executive Director of Finance and Executive Director of Ag. Programs).
- Liaise with OFA Convention Convener & hotel staff to arrange room bookings, food (Sunday dinner to Monday dinner), & all other event logistics.
- Prepare marketing & media materials to recruit sponsors and event participants by July 31.
- In conjunction with the fundraising committee, recruit sponsors and ensure that sponsors are properly recognized.
- Assist the committee in updating the forum budget for approval at the summer meeting of the JFAO board of directors.
- Provide regular updates to the OYFF committee, OFA, and JFAO executive/board.
- Monitor incomes and expenditures and ensure costs are justified.
- Monitor conference registrations compiled by the JFAO Office Administrator.
- Compile evaluations and make recommendations for the following OYFF.
- Ensure the committee completes an event summary (due December 15) and income/expense statement (due December 31st) and all required reports are submitted to receive grant payments.
- Ensure the committee can present a final report to the JFAO and OFA Boards no later than the following March.
- **Understand requirements laid out in the JFAO Constitution and Policies.**
- Other duties as required/specified during the contract.

It must be understood that JFAO is a **member-driven** organization – therefore committee members should take the lead on decision making. While the coordinator is responsible to the committee, tasks may be mutually delegated by the conference committee chair between the coordinator and volunteer committee members. As a paid support-person, it is the coordinator's role to assist and guide the committee and its chair as required in organizing, running and ensuring a successful conference.

JFAO provides a conference e-mail address for professional contact with the hotel and other outside resources. This e-mail address will be the sole address used for correspondence in this role. The JFAO Office Administrator and Special Events Program Assistant is available to assist with copying and mailing of committee-prepared documents provided two weeks notice of requirements is given. Copying and mailing will be done through the JFAO office or the most cost-efficient method otherwise available and approved.

**If you are interested in applying for this position please contact Kurtis Smith at pastpresident@jfao.on.ca and send your resume and cover letter prior to May 1st, 2017.**
**Thank you for your consideration in our organization.**

***This document is not a contract.***

**Junior Farmers' Association of Ontario**
*To Build Future Rural Leaders Through Self-Help & Community Betterment*
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