



## **Position: Events Coordinator and Fund Development Assistant (ECFDA)**

### **The Organization:**

Providence Farm is a therapeutic farm nestled at the base of Mount Tzouhalem in the Cowichan Valley on Vancouver Island, British Columbia. Since 1979, the Vancouver Island Providence Community Association, a registered charity and non-profit society, has been operating creative and innovative programs at the Farm for adults in the Valley with mental health issues, brain injuries and physical and emotional challenges.

### **Mission Statement:**

Trusting in Providence and building upon the faith-centered heritage of our founding members, we are committed to serving needs and fostering talents of people in the Cowichan Valley, especially of those not easily accepted elsewhere, through our therapeutic community at Providence Farm.

Our focus shall be upon the renewal of body and spirit, and upon people caring for the soil, and the soil nurturing the people.

### **Purpose of Position:**

Reporting to the Director of Operations, Events Coordinator and Fund Development Assistant facilitates and manages Farm Events/Rentals, Farm Events and assists in donor relations and fund development. In addition the ECFDA will assist in marketing functions for the Farm including but not limited to website management and social media communication.

The ECFDA is responsible for modeling and cultivating a community culture that supports core values identified by Providence Farm's community expectations: **FARMILY** – (Friendly, Accepting, Respectful, Mindful, Inclusive, Loving and Y because Providence Farm is a safe place).

### **Education, Skills & Abilities:**

A combination of education and experience in the following areas is required:

**Excellent administrative and organizational skills**

**Excellent information technology skills**

**Excellent communication, customer service, and interpersonal skills**

Ability to work independently and be a self-starter

Ability to take responsibility and solve problems

Demonstrated experience in budgeting

Ability and interest in seeking new opportunities, identify gaps, and actively contribute to the Farm's growth and community connection

Previous experience in event management, donor relations or marketing considered is preferable.

In addition, we are looking for:

Ability to foster positive relationships  
Flexibility and a spirit of teamwork and cooperation  
Proficient time management skills  
Ability to model a healthy lifestyle  
A warm and empathetic presence

**Duties and Responsibilities:**

**1. Bookings and rentals**

- Manage tour, rental, and events bookings (and changes to bookings) from initial contact through to final payment, ensuring excellent service is provided to customers and due diligence to contractual obligations.
- Meet with larger (primarily festivals and weddings) upon their arrival onsite
- Maintain an ongoing calendar and database of bookings and rentals.
- Correspond with various customers as required.
- Liaise with Farm finance staff to ensure accurate and timely invoicing.
- Liaise with Farm site maintenance staff to ensure that all areas that are being rented are kept clean, tidy, and visually attractive and welcoming at all times; follow up with Director of Infrastructure and Agriculture for damage deposit clearance.
- Provide on the day hosting and troubleshooting for indoor events as required, including welcoming and promoting the Farm's purpose and mission.
- Proactively ensure all members and visitors have the information, resources and support they require to make safe, comfortable, and effective use of Farm space.
- Maintain a reasonable cost and service level for bookings in line with other facilities of similar size.
- Ensure bookings do not conflict with program activities and adjust the booking schedules accordingly.
- Communicate upcoming bookings that will affect programs to staff at weekly staff meetings.
- Ensure efficient and logical bookings procedures are maintained and followed such that reception staff can independently handle on-going and long-standing bookings.

**2. Fund Development Assistance**

- Working under the Director of Operations assist in a variety of areas of fund development.
- Event coordination for all fundraising and donor events.
- Assistance with follow up communication with donors, foundations and grants.
- Assistance with final reporting for grants
- Personal follow up with farm donors
- Marketing of fundraising campaigns under the direction of the Director of Operations
- Assistance in creating fundraising snapshot reports to the board of directors

### **3. Administration**

- Attend bi-weekly staff meetings.
- Assist with other administrative duties as required or directed by senior management.

### **4. Public relations**

- Be always a welcoming presence.
- Encourage visitors to the Farm.
- Be available to give tours of the Farm to groups and individuals, as needed during shift.
- Present to groups on behalf of the organization when requested.
- Marketing, social media and website management.

### **5. Coordination of Farm Events**

- Coordinate and run the annual Christmas Craft Fair.
- Coordinate and run an annual donor appreciation event.
- Coordinate and run an annual volunteer appreciation.
- Coordinate and run an annual farm BBQ.
- Coordinate the annual Farm to Table Fundraiser
- Assist the Farm Fashions Coordinator with fundraising events.
- Coordinate other Farm events as assigned by supervisor or the board of directors.

### **6. Coverage of the Reception Office**

- This position serves as back for the receptionist and will be required to work the front office in the absence of the receptionist.

#### **Hours of work:**

The hours for this position total 30 per week. Schedule is flexible but requires coordination with the demands of customers/events/bookings.

#### **Compensation:**

\$25.95 – 29.33 per hour.

Permanent, part-time position

Company Health Care Plan 50% co-pay

2 weeks vacation increasing to 3 weeks after successful probation period according to Farm policy

#### **Conditions of Employment:**

- Valid Criminal Record Check (vulnerable sector)

#### **Diverse:**

There will be a three-month probationary period.

Farm lunches available for purchase \$4/meal (when in service).

Farm policy manual requires review and signature for agreement.

**Wellness Statement:** The Farm acknowledges the importance of healthy lifestyles and workplace wellness. It is the expectation that all Personnel will maintain their psychological, physical, spiritual, and intellectual health and function as role models to the Participants of the Farm.

The Farm contributes to workplace wellness by maintaining a healthy workplace within the financial constraints of the Farm and in partnership with the Personnel of The Farm.

Providence Farm  
1843 Tzouhalem Road  
Duncan, BC V9L 5L6  
[www.providence.bc.ca](http://www.providence.bc.ca)  
Registered charity: 11928 1780 RR0001