

Ontario Beekeepers' Association (OBA) administration office located in Milton, On is seeking an energetic **Promotion/Media Coordinator** for the not-for-profit agricultural association.

OBA is one of the oldest agricultural associations in Ontario. The association is run by a Board of dedicated volunteers and its membership includes commercial, hobbyists and associate members.

The part time (20 hours per week) position is contractual; reimbursement is on an hourly basis. Mileage will be reimbursed. The position is funded for three years, with a declining support level. Successful applicant must have the ability to generate income to cover their wages on an increasing basis over contract time period. This position would be suitable for someone who has entrepreneurial and marketing/media experience.

**Tasks and Responsibilities:**

- Coordination of a marketing /promotion/media plan for OBA as directed by Board appointed committee.
- Completion of grant applications and required reports for additional funding
- Development of education items for the consumers
- Set goals for the expansion of the position and develop income generation activities in order support this position in the future.

**Qualifications:**

Relevant post secondary degree, advanced computer experience using current Office programs, experience in strategic planning, marketing, communication and media exposure, and project management including financial reporting.

Experience in working with a volunteer board and grant proposal writing for grant applications. Expertise by the applicant in the beekeeping industry either in production or research and/or government relations will be highly regarded.

**Application:**

Application can be submitted to President of Ontario Beekeepers' Association (OBA) by email before November 25, 2009. Send to [info@ontariobee.com](mailto:info@ontariobee.com)

Only applicants selected for an interview will be contacted after the application deadline.