

The Sustainable Winegrowing BC is hiring a Program Manager

FULL JOB DESCRIPTION

Sustainable Winegrowing British Columbia (SWBC) offers access to online assessments and educational resources, training and sustainability certification to help vineyards and wineries establish sustainable practices, share knowledge and information, and measure and demonstrate ongoing improvement. Additional information on SWBC can be found at www.sustainablewinegrowingbc.ca.

Key Duties and Responsibilities:

- Implement the Program Plan (2022-2027).
 - Administration for all program aspects
 - Information management
 - Sustainability education and outreach
 - Assessment related services
 - Certification
 - Marketing & Communications
- Create and manage annual financial operating plan.
- Identify funding sources and fundraising opportunities.
- Identify and engage internal teams (i.e. Sustainability Committee), and external consultants and contractors, and third party organizations on relevant program areas.
- Provide strategic and operational oversight for SWBC.
- Advance SWBC activities and initiatives through:
 - Continuous improvement of SWBC Standards, yearly review.
 - Refine success metrics.
- Communicate program updates to industry, media and consumers through newsletters and social media channels.
- Compile data, metrics, evaluations, assessments, and content for program reports, including yearly sustainability reports.
- Pursue partnerships with universities, industry associations, and other organizations.
- Handle program inquiries and serve as main contact for SWBC.

Qualifications and Experience:

- Demonstrated ability to plan, lead, budget, manage, and implement a multi-faceted program using a collaborative style.
- Academic background in sustainability or applicable field.
- Demonstrated experience gathering, assembling, and presenting data, metrics, and benchmarks.
- Experience with and/or knowledge of the British Columbia wine industry is an asset.
- Exceptional presentation, public relations, and communication skills.

- Successful interactions with diverse groups of individuals and organizations including local, regional and senior government.
- Strong organizational skills and an ability to work independently.
- Ability to distill larger concepts into simple, easy to understand examples and clearly convey complex messages.
- Marketing and communications skills; planning content, developing newsletters, and using social media platforms.

Education:

- Minimum of a Bachelor's degree in an applicable field (e.g. environmental studies, sustainability studies, business management).
- Professional registration (e.g., R.P. Bio., P.Geo., P.Ag., P.Eng., or RPP) would be an asset but not mandatory

Hours: Minimum of 20 hours per week. Opportunity for more hours as program builds.

Location: Candidate need to be located in the Okanagan Valley. The position will require minimal travel within other BC wine regions (e.g. Lower Mainland).

Salary: Commensurate with qualifications and experience.

Terms: This is a permanent contract position. The position reports to the Sustainable Winegrowing Committee and Chair. The SWBC Committee Chair reports to the British Columbia Wine Grape Council Board of Directors (BCWGC). The position does not offer vacation pay, benefits, training allowances, or pension contributions. The contractor is responsible for remitting income taxes, and GST as appropriate. Mileage is paid at current Canada Revenue Agency rate. The contractor is responsible for providing their own workspace and computer.

Interested candidates are invited to email resume and cover letter to:

info@bcwgc.org

POSTING IS OPEN UNTIL FILLED.

Thank you for your interest. Only short-listed candidates will be contacted.