

Peterborough Agricultural Roundtable

Administrative Coordinator

The Peterborough Agricultural Roundtable is an unincorporated group striving to bring all farmers in Peterborough together to find common ground. The group maintains a web presence with more details at ptboagnews.com

The ideal Coordinator candidate will have a background in agriculture and a desire to support the future of farming in Peterborough. The Coordinator will need to have the flexibility to carry out some responsibilities on weekends and evenings, where required. Some familiarity with website management, use of Eventbrite for organizing events and excellent writing and communication skills are desirable.

Training on all aspects that are specific to the position will be provided.

The Coordinator will support the Roundtable by, for example:

1. Organizing regular monthly meetings of the Roundtable - as to venue, date and time - and that a reminder including the agenda and minutes of the previous meeting are circulated at least three days before the meeting.
2. Attending meetings and taking minutes according to a provided template.
3. Posting announcements of events and news on behalf of the Roundtable on ptboagnews.com as required.
4. Preparing and sending AgNews newsletters
5. Helping to promote events through other organizations and outreach

It is anticipated that the Coordinator will require an *average* of 2.5 hours per week or 125 hours per year (50 weeks). A stipend of \$2000 per year is provided. Hours per week will vary depending on activity at different times of the year. Winter will be the busiest time of the year under normal circumstances.