

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 All farmers in Peterborough County, City, Curve Lake First Nation and Hiawatha First Nation are welcome as members.

The ideal 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.

Familiarity with website management, use of Eventbrite for organizing events and excellent writing and communication skills are assets, as well as a good comfort level with using and administering social media. Attention to detail is essential. However, training on all tasks that are specific to the position will be provided.

The Coordinator will support the Roundtable by, for example:

1. With the Chairperson, organizing regular monthly meetings of the Roundtable - as to venue, date and time - and ensuring 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 digital AgNews newsletters
5. Managing associated social media accounts to ensure maximum outreach to the farm community and beyond
6. Collaborating with local organizations (agricultural and non-agricultural) to optimize communication to the farm and rural community
7. Helping to organize events

It is anticipated that the position will require an *average* of 5 hours per week. 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. A stipend of \$6000 per year is provided.