



Job Title: Office/Technical Program Advisor

Location: Alberta (Remote/ Occasionally In Person Events)

Employment Type: Hourly Contractor

About AFPA:

The Alberta Food Processors Association (AFPA) is dedicated to supporting and promoting the food processing industry in Alberta. We are seeking a highly motivated and organized individual to join our team in the role of Office/Technical Program Advisor. This position offers the opportunity to work remotely from home with occasional in-person meetings and events in Alberta.

Key Responsibilities:

1. Website Maintenance Assistance and New Website Implementation:

- Perform website maintenance tasks such as updating content, images, and event calendars.
- Lead the implementation of the new AFPA website, ensuring alignment with organizational objectives.

2. Database Maintenance and Management:

- Manage databases for various programs, ensuring accurate and up-to-date information.
- Act as the primary contact for programs like the Co-Packing Portal and the Made in Alberta Program.

3. Basic Communications:

- Assist in developing and implementing marketing strategies to promote AFPA programs.
- Draft and distribute newsletters, press releases, and other communication materials.

4. Social Media Lead:

- Run our social media accounts and campaigns.
- Focus on promoting the AFPA brand online along with our Associated Accountants including Made in Alberta. Photography and or video skills would be an asset to assist in the development of our social media voice.

5. Event Support:

- Represent AFPA at Alberta events and industry conferences.
- Coordinate logistics, registration, and promotional activities for AFPA-sponsored events.

6. Technical Program Management and Liaison:

- Serve as the liaison between membered companies and AFPA programs.
- Assist companies in navigating technical requirements and approval processes.
- Lead liaison between AFPA and technical contractors to ensure project success.



Qualifications:

- Previous experience in website maintenance, database management, communications, and technical program management.
- Strong organizational skills with the ability to manage multiple tasks effectively.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite; experience with website CMS platforms like HubSpot and WordPress is a bonus.
- Knowledge of the food processing industry or related sectors is an asset.
- Ability to work independently with minimal supervision.
- Trustworthy and reliable with the flexibility to attend occasional in-person meetings and events within Alberta.

Benefits:

- Competitive hourly rate ranging from \$28 to \$34, based on experience.
- Flexible work hours starting at 25 hours per week.
- Professional development opportunities and ongoing training.
- Supportive and collaborative work environment dedicated to making a positive impact on Alberta's food processing industry.

How to Apply:

If you are passionate about supporting Alberta's food processing industry and meet the qualifications outlined above, please submit your resume and cover letter detailing your relevant experience and interest in the position.

*AFPA is an equal opportunity employer and welcomes applications from individuals of all backgrounds.

To Apply please send your email to Executive Director Bianca Parsons bianca@afpa.com

Join us in making a difference in Alberta's food processing industry! Apply today.