



CULINARY · EXPERIENCES

Position Title: **Membership Representative**
Location: **Bracebridge, ON**
Contract Type: **1 year**
Start Date: **August 12, 2010**

Purpose of the Position

The membership representative is responsible for the logistics of SAVOUR events and workshops, maintaining organizational records, membership updates and information, collection of data, website maintenance, organizing speaking engagements and dealing with members on an ongoing basis.

Scope

The membership representative reports to the General Manager and is responsible for assisting with the preparation of event and workshop programs while coordinating these logistics and managing office operations. The membership representative will work within the region of Muskoka/Parry Sound to make sure member information is up to date and that events & workshops are executed in a professional and timely manner.

Responsibilities

Administer and monitor member activities, events and workshops in order to ensure that they meet the guidelines set out by the Board of Directors.

Main Activities

Workshops

- Assist with the syllabus design of the farm workshops.
- Assist in the design of the presentation material for both the secondary school presentation and the regional/provincial presentation.
- Scheduling of the workshops to coincide with member and organization timelines.
- Data collection, analysis and assist in the drafting of reports to rate programs effectiveness.

Events

- Assist in the design and implementation of SAVOUR Muskoka Events.
- Data collection, analysis and assist in the drafting of reports to rate event effectiveness.
- Assist in the design and implementation of marketing material.

Membership

- Establish and maintain membership accounts.
- Aid in the design and distribution of marketing material in the community.
- Field telephone calls and e-mails while disseminating workshop information to all inquires to SAVOUR Muskoka.



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Skill Requirements

- Excellent computer skills are required. The candidate should have considerable practical experience in using Excel, Word, Outlook and data base management tools including merging files and exporting data.
- At least 2 years experience in an office environment or related environment; must be able to multi task and able to work in a challenging position.
- Must be flexible with work schedule as the position requires evenings and weekends.
- Must be able to work in a team environment and be sensitive to procedures and co-worker in a small office setting.
- Must have a keen sense of accuracy in data and reports; able to present work/findings to colleagues and the board of directors.
- A demonstrated commitment to the non-profit sector, agriculture and culinary tourism is valued.

Confidentiality

The employee ensures that information about donors, funds, and financials are held in confidence to maintain trust and legal obligations.

Compensation

- \$13.50 per hour
- Based on a 40 hour work week.
- One year contract with possible extension
- 3 month probation period

To Apply

Closing date is July 19, 2010

Interested candidates should submit a cover letter, resume, and references electronically online or by mail to: info@savourmuskoka.com – Please highlight Member Representative in the Subject Line.

SAVOUR Muskoka
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