



Saskatchewan Young Ag (SYA) is a not-for-profit organization, committed to providing the tools, resources, and connections for young agriculture professionals to thrive today and in the future. We cultivate the next generation of agriculture leaders through education and knowledge sharing, while providing lifelong professional connections. SYA's vision is "A Saskatchewan that embraces and elevates young agriculture leaders."

We are seeking a:  
**General Manager**

Saskatchewan Young Ag's success directly relates to the strength of our management and leadership team working in synergy. To continue operating at our high standards, we're seeking a general manager who has strong project management skills and a strategic mindset. This person should have experience in event planning and coordination, relationship management, and communications, with a basic understanding of non-profit financial structures. The ideal candidate will be a strong communicator with exceptional organizational and collaboration skills.

This important role is a great career opportunity for an individual looking for a fun, flexible, and friendly work environment. If you have administrative experience and a passion for agriculture and building leadership capacity – we want to hear from you! The successful candidate should be driven by a desire to support our organization to achieve maximum impact for our members, who are agriculture professionals between the ages of 18-39. The General Manager will be responsible for working with and reporting to our board of directors to support the vision and mission of SYA.

**Your primary responsibilities will include:**

- Event planning and coordination - booking of venues, speakers, food, etc., with support from the Events Committee
- Daily communications - monitoring an info email account (member and sponsor inquiries)
- Designing and writing organizational and event promotions via social media (Facebook, Twitter, Instagram, and LinkedIn) and quarterly newsletter
- Developing an annual report - tracking, measuring, and reporting on activities to members, partners, and sponsors
- Website maintenance to ensure currency of events and upkeep of funding partner benefits
- Writing funding applications, curating a list of prospective sponsors, and management of partner agreements and relationships
- Working with the bookkeeper for bill payment, fee collection, and event budgeting
- Member relations - maintaining a current member list and encouraging new member applications
- Board administration coordination - meeting scheduling and preparation, agenda creation, information material distribution, and minute-taking; active participation in

meetings, including providing event and sponsor updates; and any follow-up delegated tasks as arisen in meetings

- Maintaining organized files in Google Drive
- Strengthening and implementing the various components of SYA's strategic plan, with support and oversight from the board

**Required skills and abilities:**

- Broad understanding of the Saskatchewan agricultural environment
- Proven project management experience
- Self-motivated, capable of effective time management, adaptable, and accountable
- Highly organized and detail-oriented
- Working knowledge of surveying platforms, i.e. metric collection, analysis, and interpretation
- Comfortable and confident in a virtual working environment
- Proven technology and computer skills, including the use of social media platforms and tools, and Microsoft Office
- Familiar with website design and editing
- Working knowledge of non-profit financial processes and structures
- Essential skills:
  - Problem-solving
  - Decision-making
  - Communication (verbal and written)
  - Collaboration
  - Relationship-building

**Qualifications:**

- At least 18 years of age
- Bachelor's degree (or equivalent) in business management or related field
- Registered and practicing Professional Agrologist
- Have a valid driver's license and reliable, personal transportation
- Experience with design and editing software, including InDesign, Canva, and video editing programs considered a strong asset

**Term:** 1-year contract (with opportunity for extension dependent on performance and budget)

**Location:** Saskatchewan, home office based (remote work with limited in-province travel required)

**Wage:** \$20-30/hour commensurate with experience and qualifications. No benefits (including Workers' Compensation insurance) are available.

*Hours are determined by annual activities. During the months of February - June, as little as 30 hours/month may be required. December - January may require up to 100 hours/month.*

**Application deadline:** July 31st, 2023 @ 4pm CT (or until position is filled)

*Successful shortlisted candidates will be contacted by email for an interview within two weeks of the application deadline having passed.*

**Apply, with cover letter and resume, to Saskatchewan Young Ag:**

SYA Human Resources Committee

[info@saskyoungag.ca](mailto:info@saskyoungag.ca)

[www.saskyoungag.ca](http://www.saskyoungag.ca)