



## **Regional District of Bulkley-Nechako Agriculture Coordinator (East)**

The Regional District of Bulkley-Nechako is seeking applicants for a part-time/casual Agriculture Coordinator (East) position. This position includes remote work options in the Eastern portion of the Regional District with part-time or casual hours of approximately 5 to 10 hours per week. The hours of this position generally fall from Monday to Friday, between 8:30 am to 4:30 pm, though the schedule may require flexible hours. This role includes strong collaboration with the RDBN's Agriculture Coordinator (West). The starting wage is \$40.64 per hour. This position does not include a benefits package and is subject to a 3-month probationary period.

Agriculture Coordinators play a vital role in supporting and promoting the agriculture sector within the region. Key duties include stakeholder engagement, research, consultation, technical support, public outreach, report writing, and marketing. This role requires a proactive and practical approach to building relationships within the agricultural community, providing technical expertise, and collaborating with producers and all levels of government. The coordinator will help develop and implement strategies to enhance and grow the region's agricultural capacity.

### **Responsibilities & Duties:**

- Build and maintain relationships with agriculture stakeholders and producers, primarily in the areas around Fraser Lake, Vanderhoof, and Fort St. James.
  - Support and empower groups to complete initiatives.
  - Identify and leverage opportunities to enhance their activities.
- Serve as a liaison between agriculture stakeholders and all levels of government.
- Ensure agriculture-related plans and reports are current (e.g., Regional Agriculture Plan).
- Participate in dialogue and explore opportunities for the RDBN to support addressing regional food security issues.
- Organize events, training sessions, and workshops for producers.
- Conduct research on agriculture-related issues and opportunities.
- Identify initiatives to strengthen the sector through stakeholder consultation and research.
- Connect producers with resources to enhance their knowledge.
- Provide expertise on Agricultural Land Reserve (ALR) applications and process referrals for crown land related to agriculture.
- Coordinate livestock evacuations during emergencies.
- Develop presentations for the Committee of the Whole Chair and Directors.
- Perform other duties as required.

### **Education, Training, and Experience:**

- Post-secondary education in agriculture, planning, economic development, or a related field (preferred).



- Minimum of five years of relevant experience.
- Relevant education, training, and practical experience will be considered, including equivalent combinations that demonstrate the ability to perform the role effectively.
- Valid BC Class 5 Driver's License.

**Skills and Qualifications:**

- Strong working knowledge of the agriculture industry.
- Excellent verbal and written communication skills with experience in public speaking and presentations.
- Proactive problem-solving and conflict-resolution abilities.
- Passion for agriculture and understanding of regional communities.
- Attention to detail and persistence in follow-up.
- Ability to present information clearly to staff, government officials, agriculture groups, and the public.
- Proficiency in business writing, spelling, and punctuation.
- Proficiency in using Microsoft Office Suite (Word, Excel, PowerPoint), conducting online research, and managing social media.
- Cultural awareness and the ability to engage in respectful and meaningful collaboration with Indigenous communities.
- Exceptional organizational skills with the ability to manage multiple time-sensitive tasks.
- Ability to work both independently and as part of a team in a collaborative environment.
- Self-motivated with the capacity to work effectively in rural and remote settings.

Resumes will be accepted until 4:30 pm, Friday, January 23, 2026, and should be addressed to:

Nellie Davis, Manager of Strategic Initiatives and Rural Services

Subject Line: Agriculture Coordinator (East)

Email: [hr@rdbn.bc.ca](mailto:hr@rdbn.bc.ca)

Mail: PO Box 820, Burns Lake, BC V0J 1E0