



The Prairie Oat Growers Association (POGA) is a voluntary organization of oat growers across the prairie provinces, established to promote the interests of Western Canadian oat growers. POGA currently represents about 10,000 Western Canadian farmers. Each of the three Prairie Provinces has created its own oat producer association which is funded through the collection of a check off, or levy, as authorized under provincial legislation.

POGA uses producer funds for oat research and market development to enhance the profitability of oats for growers and increase its value to the customer. POGA is led by a board of directors that is fully reflective of its Prairie-wide membership. Further information can be found at poga.ca.

Currently POGA is seeking a **contract part-time Project Manager** (the contract would be for 10 months per year, September -June, but would consider year around for the right candidate).

Reporting to the Executive Director (ED) the duties include:

- Manage the process for the POGA newsletter that is produced three times annually including: maintain and plan an ongoing list/details of possible articles/information for inclusion; liaise with researchers/industry partners on inclusion of information; work with writer on article preparation and provide all required information; prepare information for ED review; edit all articles and liaise with contract writer in preparation for final review by ED; determine use of photos and manage; liaise with printing company on timelines/quantities/details; contact and liaise with industry partners on any approvals required prior to printing.
- Prepare speaking notes/bios/PowerPoint presentations/other materials for review by ED and directors for three provincial annual general meetings (AGMs) and POGA AGM.
- Coordinate activities related to POGA outreach including contact federal and provincial officials; coordinate/arrange meetings; prepare/update materials; attend virtual meetings; take notes/prepare meeting summaries; liaise with POGA participants.
- Update/prepare information for posting on the POGA website. Ensure research is updated timely on the website. Read research reports and provide feedback to the ED and/or researchers.
- Review research letter of intents and proposals to provide recommendations to Executive Director on those that would bring the most benefit to oat growers.
- Attend meetings (virtual and in-person) as requested by the ED and prepare follow up overview/summary/distribute information.
- Attend POGA and one provincial AGM annually (in-person); work at registrations desk; and support ED as required. Attend other AGMs virtually as required.
- Assist the ED in activities related to the overall operation of the organization including: prepare written materials including letters (including Government consultations and recommendations), meeting notes, summaries, meeting and event minutes, agendas, bios, ads, etc.; edit materials; and other duties as directed by the ED.

Send your resume, references and salary expectations to smathieson@poga.ca no later than June 11, 2023. Start date is planned for mid-August 2023 to allow for training.