



BC Fruit Works

Labour Coordinator, BC Fruit Works

BC Fruit Works is the NEW BC agriculture industry initiative built around attracting “Branch Hands” to work in British Columbia orchards and vineyards. We’re interested in innovative ways of seeking seasonal employees using positive branding, social media, new technology, and great communications.

Are you a business student interested in HR? Are you a retired businessperson who’s comfortable with technology and would like to make some additional money for a few months? Are you someone with lots of diverse experience looking for a new challenge?

We are seeking a dynamic, self-motivated summer employee to coordinate labour for BC orchards and vineyards. Ideally, our preferred candidate would have some knowledge of social media platforms, strong communication skills, and be highly organized. This is a full-time seasonal HR and social media/marketing position that allows work from home. Work will start as soon as possible, and extend into the autumn to cover cherry, grape, and apple harvest.

This job has many facets, and you won’t be bored. We welcome you to apply today!

Wage: \$19/hr plus 8% holiday pay, and reimbursement for work-related mileage and expenses.

Hours of work: This is a term position that will run until harvest is almost complete in BC orchards and vineyards. Although it’s difficult to be sure, we anticipate approximately twelve weeks of employment ending around September 30th. Expect a 35-hour work week with some flexibility in how those hours are scheduled. The successful candidate must be cognizant of the need for a timely response to enquiries from growers needing Branch Hands and people seeking orchard/vineyard employment. Some weekend work may be required, but this should be minimal.

Location of work: Work from your air-conditioned home office, your deck, or from any location with internet access. If you prefer going to a dedicated workplace outside your home, we will do our best to arrange office space for you. There will be some local travel involved, so the successful candidate should be based in the Okanagan valley, preferably the Central Okanagan. If you are the right person for the job, we will do our best to accommodate you.

Reports to: The enthusiastic BC Fruit Works Team, consisting of representatives from the orchard and grape industries as well as the BC government, and private contractors. You will work directly with our team and learn from each of us, as we all handle different aspects of this project.

Job Description: This position involves a number of different activities involved in attracting and scheduling Branch Hands. This includes potential employees from other parts of Canada, and from right here in our orchard communities. Some specific areas of focus include:

Labour coordination

- Book seasonal orchard and vineyard employees (“Branch Hands”) using Crew Driver scheduling tool
- Liaise with tree fruit industry employers by email/phone/text to gather information about job openings that need Branch Hands to fill them



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- Manage front line communications with employers and Branch Hands
- Maintain up-to-date roster lists of program participants - employers and employees
- Maintain updated list of employers' job requirements and job descriptions for all positions
- Identify areas of improvement in BC Fruit Works operations, including strategies for efficiency in data entry and communication
- Represent the BC fruit industry with a positive and friendly attitude!

Marketing

- Assist with monitoring and managing BC Fruit Works social media accounts
- Assist with BC Fruit Works social media campaign
- Assist with other marketing tasks as required (e.g. printing, postering)

Project operations

- Foster a respectful and inclusive environment with BC Fruit Works team, employers, and branch hands
- Participate in regular BC Fruit Works meetings

Qualifications:

- Customer service orientation
- Good oral and written communication skills
- Detail oriented and organized
- Good time management
- Ability to work independently
- Tech savvy and willing to learn (training will be provided)
- Ability to speak/read/write in French or another language is an asset.

Eligibility - Candidates will be assessed on the following criteria:

- Education and/or experience in a field such as business, communications, or other similar discipline.
- Ability to compose written communications in a professional manner
- Experience setting priorities and scheduling tasks
- Enthusiasm for the job of helping growers harvest top quality crops and matching people with summer jobs they'll love
- Valid Drivers license and access to a reliable vehicle is an asset

To apply:

Please send your resume and cover letter by email to Tyrion Miskell, Executive Director of the BC Grapegrowers Association at jobs@bccherry.com by the deadline of 4:00 pm, Monday June 27th. Use the words "Labour Coordinator" in the subject line. Please describe how you meet the eligibility requirements and what you can offer in this position.

We understand that experience and qualifications may look different for everyone and a person who is the perfect fit for this job may be someone who doesn't tick all our boxes. If this job description is of interest to you, and you think you can impress us, we encourage you to apply. We welcome applications from equity deserving groups and diverse experiences including, but not limited to Indigenous people, racialized people, people with disabilities, and members of the 2S/LGBTQIA+ community.