



Summer Export Program Coordinator

BC Cherry Association (BCCA)

Location: Based in our Kelowna office but traveling throughout the Okanagan & Similkameen Valleys, BC

Term: Approximately 16 weeks (May–August)

Hours: 35 hours per week

Wage: \$22–\$24 per hour (based on experience and qualifications)

About the Role

The BC Cherry Association (BCCA) is seeking a positive, self-motivated, and organized **Summer Export Program Coordinator** to help coordinate programs for the export of Canadian cherries to overseas markets. This is a hands-on role that involves working directly with local cherry growers in BC to assist the Executive Administrator in carrying out the export programs for Korea, China, Japan, the United Kingdom, and the European Union. This position involves work in office, laboratory, packing facility and orchard settings, and requires strong organizational and communication skills.

Key Responsibilities

- Maintain an up-to-date database of registrants in the various Export Programs.
- Receive weekly or semi-weekly trap monitoring reports from growers and maintain an up-to-date record of trapping results as submitted by the registrants via email.
- Receive traps, identify target species, and update trap monitoring records to indicate species found. Inform growers of the results. Keep all submitted traps on file.
- Communicate with all program registrants via email and telephone to send updates, reminders, and results related to the cherry export programs.
- Carry out on-site orchard audits throughout the Okanagan and Similkameen to verify the proper implementation of Export Program requirements. Including reviewing electronic or paper records.
- Request stored trap submissions from registered orchards, and review submitted traps to ensure no species of interest were missed by growers.
- Notify a registered orchard if threshold for quarantine pest finds has been reached and communicate required follow-up measures.



- Relay critical information regarding the BCCA Monitoring Program results to the Canadian Food Inspection Agency

Other duties

- Assist with various office duties such as mail pickup, office organization, updating contacts lists, and other projects when there is time.
- If you wish, get paid to use your own interests and skills to identify and carry out a project that would enhance export programs when work slows down in August.

Work Schedule

- Approximately sixteen (16) weeks between May and August
- Monday to Friday, 35 hours per week

Qualifications & Skills

- Comfortable using computers and common programs like Excel, Word, Google Docs, and Google Sheets.
- Capable of working independently and managing time effectively
- Strong communication skills and confidence in contacting growers and industry stakeholders via email and phone
- Valid driver's licence and access to a reliable vehicle
- Interest in agriculture, food, or local food systems is a plus
- Ability to speak Punjabi is an asset, but not a requirement

Compensation

- Hourly wage ranging from **\$22 to \$24 per hour**, depending on experience and qualifications
- Mileage reimbursement at **\$0.61 per kilometre**

How to Apply

Please send a resume outlining your relevant experience and/or training, and a cover letter telling us why you are the best person for this job to: admin@bccherry.com.

The deadline for applications is midnight local time, Sunday March 8th. We will be conducting interviews over the following two weeks, based on candidate and staff



availability. We welcome applications from qualified candidates regardless of race, age, and gender identity.

About Us

The BC Cherry Association (BCCA) is a non-profit agency that supports the Canadian cherry industry through promotion in domestic and international markets, funding of important cherry-related research, development of international market access initiatives, and coordination of programs for cherries being exported to multiple international destinations.