



JOB POSTING: Member Relations Coordinator

Manitoba Crop Alliance (MCA) is seeking a **full-time, permanent Member Relations Coordinator** to join our dynamic team and serve as a key liaison between MCA and its farmer members, delegates, directors, industry partners and stakeholders.

The Member Relations Coordinator is responsible for fostering strong relationships, facilitating member engagement, co-ordinating board and delegate activities, and contributing to the successful delivery of MCA's communications, events and organizational initiatives. Reporting to the COO and working closely with the CEO, the Member Relations Coordinator provides administrative, co-ordination and engagement support that contributes to operational efficiency and a positive member experience. They also play an important part in supporting MCA's member communications, publications, extension events, governance activities and industry partnerships that deliver value to Manitoba farmers.

Duties and Responsibilities:

- Build and maintain positive relationships within MCA, as well as between MCA and external stakeholders and partners, that enhance member value, engagement and participation in MCA programs.
- Manage member inquiries and ensure timely and professional responses through MCA communication channels.
- Co-ordinate board of directors and committee meetings, including scheduling, meeting materials, logistics and follow-up activities.
- Co-ordinate publication processes for the biannual *Fence Post* and *Focal Point* magazines, the monthly Heads Up e-newsletter, reports, website updates, social media content and other communication materials with the Communications Advisor and external contract writers.
- Support the planning and execution of events, such as MCA extension activities, delegate meetings and industry engagement opportunities.
- Manage event logistics, registrations, venues, technology requirements, materials and post-event follow-up activities.
- Support delivery of member-focused initiatives, including bursary programs, nominations and elections, and resolutions.
- Provide administrative and co-ordination support to the CEO, COO and board of directors.
- Other duties as assigned by the COO.

Qualifications, Experience and Knowledge Requirements:

- Diploma or degree in agriculture, communications, business administration, public administration, event management or a related field.
- Minimum five years of progressive experience in member services, stakeholder engagement, communications, event co-ordination, organizational administration or related roles.
- Knowledge of Manitoba agriculture, crop production and the agricultural industry is strongly preferred.



**MANITOBA
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- Experience co-ordinating multi-stakeholder projects, meetings, events and communications initiatives.
- Exceptional interpersonal and relationship-building skills, with the ability to engage effectively with farmer members, delegates, directors, staff and industry partners.
- Proficiency in Microsoft 365 applications, virtual meeting platforms and digital collaboration tools.
- Understanding of artificial intelligence (AI) tools and their application in communications, administration, research and productivity.

Working Conditions of the Position:

- Due to the nature of this position, this role requires flexibility. The successful candidate:
 - may need to occasionally work evenings or weekends to attend events.
 - must be able to travel within Manitoba and Canada.
 - must possess a valid Manitoba Driver's license and access to a vehicle.
- Ability to work from MCA's Carman office, but hybrid work arrangements may be considered.
- Salary will be competitive, based on education and experience.

Why Manitoba Crop Alliance?

Join a team that is making a difference for its 7,700 farmer members every day.

At MCA, you'll work alongside passionate colleagues, directors, delegates and industry partners to support research, production, extension, advocacy and Advance Payments Program initiatives that strengthen the future of agriculture in our province. MCA embraces a learning mindset by investing in a wide range of professional development opportunities for staff, directors and delegates. This reflects our commitment to ensuring MCA remains a forward-thinking organization that empowers its people and its members.

At MCA, you'll have the opportunity to:

- Make a meaningful impact on Manitoba agriculture.
- Build relationships with farmers and stakeholder partners.
- Support engaging projects, events and initiatives.
- Grow your skills in communications, stakeholder engagement and organizational leadership.
- Be part of a collaborative team committed to serving MCA's farmer members.

For more information, visit mbcropalliance.ca.

How to Apply:

Please forward your resume and a letter of interest by email to darcelle@mbcropalliance.ca. The application deadline is **4:30 p.m. CDT on Sept. 25, 2026**.

We thank all applicants for their interest. Only those selected for an interview will be contacted.