



Manitoba  
Beekeepers'  
Association

# Association Secretary Position Available

The Manitoba Beekeepers' Association (MBA) is seeking a self-motivated and responsible individual for the **position of a part-time secretary**. Reporting to the MBA Chair, while working primarily with your own computer from your home office, the position consists of approximately 5 - 10 hours per week on average. The position is required to attend monthly Board Meetings (8-10 per year) and an Annual General Meeting.

**Primary responsibilities include;**

- Arranging annual and special board meetings
- Record and distribute minutes
- Regular communications
- Regulatory applications
- Listing designated voting members
- Invoicing members, filing records
- Managing web site updates

Secondary board support responsibilities include; member communications, board letters, newsletter articles, grant applications, media interviews, tracking membership and coordinating convention/AGM site location, agenda, sponsors, speakers, promotions and field days.

The preferred candidate should possess strong written and oral communication skills, proficiency in working in Microsoft programs, data entry skills, accuracy and attention to details, the ability to work independently and as part of a team. Familiarity with the beekeeping industry would be an asset.

Please submit resume, including references, in confidence to:  
Ian Steppler, MBA Chair  
iansteppler@gmail.com

The MBA thanks all applicants for their interest, however, only those selected for further consideration will be contacted.