

North American Raspberry & Blackberry Association
Executive Secretary
Job Description 2021

Background: The North American Raspberry & Blackberry Association (NARBA) is a non-profit membership organization founded in 1987 (originally as the North American Bramble Growers Association). Its current membership is comprised of over 300 individuals, farms, companies, and organizations in 35 U.S. states, 5 Canadian provinces, and 9 other countries. NARBA's mission is to

- to promote the production and marketing of raspberries and blackberries in North America through communication, education, and research
- to provide a unified voice to represent the bramble industry
- to promote blackberries and raspberries to the general public

NARBA's main sources of funds are membership dues and conference sponsorships and registration fees. Newsletter advertising supports the production, print, and mailing costs of its quarterly newsletter. Its allied North American Bramble Growers Research Foundation (NABGRF) gives grants for research and supports travel scholarships for graduate students.

Executive Secretary Position: The Executive Secretary is currently NARBA's only permanent, year-round position. The Executive Secretary is hired as an independent contractor with the right to determine the hours, manner and means by which the services will be performed. NARBA pays no benefits and does not collect or pay payroll taxes. NARBA pays for or reimburses office expenses, travel, etc. required by the job. Rate of pay is negotiable.

This is a part-time position. Hours required vary though the year and average to perhaps a half-time job. The greatest time commitment is generally November-April, due to conference planning, participation, and follow-up and member recruitment/renewal.

Applicants with familiarity with NARBA and connections to the caneberry world are especially welcome.

Responsibilities include:

- Maintaining the NARBA office; managing correspondence
- Managing the association's finances, under oversight of the board treasurer
- Facilitating meetings of the Executive Council (board of directors)
- Organizing and managing NARBA's annual conference (with help)
- Organizing and managing other events, webinars, as approved by the board
- Producing NARBA's newsletter and other communications
- Conducting membership renewals, adding new members, and maintaining membership records
- Updating and managing NARBA's website and social media

Desired characteristics and skills include:

- experience in positions or activities that required similar skills, whether non-profit, farm or business, education, or other
- demonstrable ability to work without direct supervision and manage tasks, funds, and time independently and responsibly, under the direction of the board of directors
- a personal situation that can accommodate a part-time job that combines on-going tasks with occasional periods of high demand
- ability to communicate well and write clearly

- experience with administrative tools such as
 - Microsoft Word, Excel, QuickBooks, Access or other database programs
 - WordPress or other web management tools;
 - InDesign or other layout tools
 - Mail Chimp or ConstantContact
- familiarity with Social Media platforms Facebook, Twitter, and Instagram
- familiarity with the caneberry industry and a strong interest in making it succeed
- interest in a long-term commitment of 3 or more years

The Search Committee recognizes that not every applicant may have all the skills required. Support and transition from NARBA's current Executive Secretary will be provided, with hiring accomplished before February 2022 to allow for transition and training. It is possible that some tasks may be subcontracted, with the approval of the Board.

To apply:

Submit a cover letter, resume/CV, and two references to NARBA at info@raspberrblackberry.com as email attachments (Word or PDF documents). Deadline for applications: September 1, 2021. If questions, please email info@raspberrblackberry.com, and include your phone number as well.