



LONDON HERITAGE FARM
6511 Dyke Road, Richmond, B. C. V7E 3R3

London Heritage Farm Society Administrator Job Posting - April 2017

The London Heritage Farm Society operates London Heritage Farm, a Historic Site in Richmond, B.C. The Society manages the London Farmhouse, including Museum, Tea Room, and Gift Shop, as well as Heritage and Allotment Gardens, site rentals and Special Events.

The Society seeks an energetic and organized Administrator. Responsibilities of the Society Administrator include management and direction of the operations, programmes and activities of the Society, and liaison with the City of Richmond.

Preference will be given to a self-motivated team player with a background in office administration, staff and volunteer supervision and heritage tourism. The successful candidate must have fluency in English, strong computer and communication skills, the ability to work independently and their own transportation.

This is a part-time position. A minimum of three office days per week, some evening and weekend time, plus remote office work are required.

Applications will be accepted in the form of a Resume with cover letter until 5:00 pm April 18, 2017.

Please send your application via email londonhf@telus.net
No phone calls, please.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

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