

Job Posting: Contract & Member Relations Administrator

Manitoba Pulse & Soybean Growers (MPSG) is seeking a full-time, permanent Contract & Member Relations Administrator to join our team.

The individual who joins the MPSG team must bring strong organizational skills, attention to detail, and a commitment to supporting effective internal operations. We are looking for a self-starter who is motivated, collaborative, team player and able to manage multiple priorities in a dynamic environment.

The **Contract & Member Relations Administrator** supports the administration of MPSG's farmer-member levy as well as contracts between MPSG and providers of services for research, communications, accounting and promotion. The Administrator fields questions from farmer-members and grain buyers regarding the levy including refunds and enrollment and plays a key logistical role in support of MPSG meetings and conferences. The Administrator develops, maintains, and tracks contracts and service agreements ensuring they proceed in a timely, accurate and accountable fashion while adhering to regulatory requirements.

The Contract & Member Relations Administrator works closely with the Business & Operations Administrator, who is focused on internal operations, financial, administration, human resources and office management. The two positions provide reciprocal backup during absences and form MPSG's core administrative team reporting to the Executive Director.

Duties and Responsibilities

- Serves as a primary contact for producers and grain buyers regarding levy submissions, refunds, and membership inquiries.
- Maintains accurate levy, member, and communication records; reconcile Buyer Reports and import data into the MLM levy management system.
- Inputs check-off receivables into QuickBooks Online (QBO); follow up on late or inconsistent reports.
- Prepares and process refund applications in accordance with legislation; generates levy and member reports.
- Maintains an up-to-date inventory of contracts, service agreements, and MOUs; track deliverables, milestones, and expiries.
- Coordinates onboarding of contractors and maintain organized digital and physical contract files.
- Monitors contractor deliverables and supports budgeting, invoicing, and financial tracking for contract activities.
- Supports the annual SR&ED tax credit process through accurate check-off record management.



- Assists with member engagement activities, events, surveys, and the Annual General Meeting.
- Maintains member and voter lists for communications, meetings, and elections.
- Support compliance with MPSG's designation regulation and provincial legislation; prepare documentation for regulatory reviews and audits.
- Provide backup support for accounts payable, research payments, deposits, credit card reconciliation, and HR administrative tasks.
- Contributes to board, funder, and member reporting; assists with program delivery and project tracking.
- Supports continuous improvement of administrative, financial, and member service processes.

Qualifications, Experience, and Knowledge Requirements

- Post-secondary education in Agribusiness, Business Administration, or a related field; equivalent experience considered.
- 2 to 4 years of experience in administration, member services, and/or bookkeeping—ideally in a non-profit, agricultural, or member-based organization.
- Experience with data management, financial processing, or reporting (CRM, databases, accounting software).
- Proficiency in Microsoft Office; experience with QuickBooks Online is an asset.
- Strong organizational, time management, critical thinking, and problem-solving skills.
- Excellent written and verbal communication skills with strong interpersonal abilities.
- Professionalism, empathy, and sound judgment in member-facing interactions.
- Knowledge of agriculture and the pulse industry is an asset.
- Experience working with a Board of Directors is an asset.

Working Conditions of the Position

- Standard hours: Monday to Friday from 8:30 a.m. to 4:30 p.m.
- Flexibility required; occasional overtime may be needed for time-sensitive deadlines.
- Must possess a valid Manitoba driver's license and ability to drive with own vehicle.
- Ability to work from the Carman office; hybrid-remote may be an option for the right candidate.
- Salary will be competitive, based on education and experience.
- Frequent interaction with farmers, stakeholders and internal teams; extended periods of computer-based work.

About Manitoba Pulse & Soybean Growers

Manitoba Pulse & Soybean Growers (MPSG) is a non-profit, producer-led organization representing approximately 4,000 Manitoba dry bean, faba bean, field pea, and soybean growers. Funded through a refundable levy on crop sales, MPSG invests in research, production knowledge, on-farm innovation, and market development to strengthen the long-term





P.O. Box 1760, Carman, MB
Canada R0G 0J0
T 204.745.6488
F 204.745.6213
@MbPulseGrowers
www.manitobapulse.ca

sustainability and profitability of Manitoba's pulse and soybean farms. For more information, visit manitobapulse.ca.

How to Apply

Application deadline: 4:30 p.m. CDT on May 29, 2026

Please forward a résumé and letter of interest by email to patti@manitobapulse.ca. When applying, include the position title in the email subject line and/or body. Your application must clearly indicate how you meet the qualifications.

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

