



Job Title: Program Logistics Coordinator

Reports to: Executive Director

Location: Canadian Agricultural Safety Association (Winnipeg)

Employment Type: Part-Time (20–30 hours per week)

Application Deadline: December 5th, 2025, at 5pm Central

**Send applications, including a resume and cover letter to
resume@casa-acsa.ca**

Position Summary:

The Program Logistics Coordinator is responsible for overseeing the Canadian Agricultural Safety Association's BeGrainSafe (BGS) Program and overseeing CASA's farm safety teaching kits. This position ensures the ensuring the efficient operation, maintenance, and logistical coordination of the BGS trailer as it travels across Canada to deliver firefighter training and promote grain safety awareness.

The Program Logistics Coordinator also plays a key role in building, maintaining, and shipping CASA's teaching kits—hands-on educational tools designed to promote safety learning in schools and communities. The successful candidate will have strong mechanical aptitude, excellent coordination, organizational, and communication skills, and the ability to work independently within a small, collaborative team.

Key Responsibilities:

- National coordination of all aspects of the BeGrainSafe Program, including scheduling, logistics, and communications with participating fire departments and CASA master trainers.
- Provide logistical support for the BGS trailer, including scheduling towing arrangements, insurance, and regular maintenance.
- Troubleshoot issues remotely, including mechanical issues and scheduling challenges.
- Train and support CASA master trainers on the operation and maintenance of BGS trailer and equipment.
- Build, repair, maintain, and manage CASA's teaching kits, ensuring they are functional, safe, and ready for use.
- Coordinate shipping, tracking, maintenance and inventory of teaching kits and end-user support, with support from Executive and Accounting Assistant, if required.

- Arrange teaching kit replacements as needed.
- Assist with the design and assembly of new teaching kits and support the development of related educational materials.
- Work with CASA's Director of Development and Director of Communications and Programs to create and fulfill sponsorship packages related to BeGrainSafe.
- Regularly audit and maintain content related to BeGrainSafe and teaching kits, including demonstration information, training materials, and web content.
- Manage in-kind contributions and process related invoices as related to the BeGrainSafe program.
- Arrange secure overwintering storage for the BGS trailer.
- Represent CASA at tradeshow, training sessions, and other events as required.
- Participate in CASA events and team initiatives as needed.

Other Responsibilities:

- Uphold CASA's values, vision, and organizational policies at all times.
- Maintain personal safety by following safe work practices, both independently and at designated locations including home office and storage facilities, and report concerns to the Executive Director.
- Perform additional duties as assigned by the Executive Director.

Required Skills & Qualifications:

- Must have valid driver's license and own a reliable, insured vehicle.
- Must be able to lift up to 35 kgs (77 lbs)
- Experience coordinating logistics, including organizing events involving multiple stakeholders.
- Mechanical aptitude and understanding of vehicle and power systems.
- Proven experience managing vendor relationships.
- Skilled in repairing, building, and maintaining equipment and kit components.
- Able to visualize projects and carry them through from concept to completion.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Strong organizational, multitasking, and time management skills.
- Excellent verbal and written communication skills.
- Strong attention to detail and ability to adapt to shifting priorities

- **Preferred Qualifications** (Assets)
- Experience working in a nonprofit or membership-based organization.
- Experience with educational outreach or training delivery.
- Knowledge of agricultural safety and rural community issues.
- Bilingual in English and French.