



## Ontario Soil and Crop Improvement Association

1 Stone Road West, 1st Floor, Guelph, Ontario N1G 4Y2  
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[www.ontariosoilcrop.org](http://www.ontariosoilcrop.org)

Ontario Soil and Crop Improvement Association is a dynamic not-for-profit farm organization whose mission is to facilitate responsible economic management of soil, water, air and crops through development and communication of innovative farming practices. Our membership has a significant presence in all agricultural areas of the province and across all major sectors.

We are looking for an energetic and skilled individual to fulfill the role of Association Development Advisor for a period of fourteen months. The successful candidate will work with members in our local and regional associations across the province to assist with skills development and activities that lend to strong grassroots engagement.

### Association Development Advisor

Full-time position for a period of 14 months

Preferred start date of March 1, 2021

### Primary responsibilities:

- Work with local and regional associations to perform scans to identify needs and then coordinate skills training (e.g. leadership training) that will directly benefit member associations by enhancing communications and membership recruitment.
- Recommend improvements in local/regional association structure to enhance efficiencies and engagement levels amongst members.
- Develop key messaging to build appreciation across the membership and staff of all facets of Association grassroots activities.
- Organize virtual and in-person meetings (4x annually) with Regional Communication Coordinators (RCCs) to facilitate appropriate training and sharing of experiences.
- Provide guidance and coaching to RCCs and act as a resource on questions related to procedures, duties, reporting, etc.
- Be a member of the team responsible for development of the provincial e-newsletter *The Innovator* (issued 4x annually).
- Assist (where requested) with the recruitment of new RCCs if vacancies occur.
- Gauge impact and progress over time of changes introduced in support of 2020-2023 Strategic Plan.

- Be a resource person/facilitator to “champion” and empower the local and regional associations.
- Assist with maintaining communication and consistent branding on membership-related activities and events via email, the website and social media.
- Work alongside provincial office staff and RCCs in the coordination of OSCIA presence at major farm events (e.g. Canada’s Outdoor Farm Show, Annual Conference) and in the periodic collection of data/information for reporting purposes.
- Report directly to the Executive Director.
- Other duties as assigned.

**Qualifications and experience of the ideal candidate:**

- Have at least five-years experience in conducting skills training and/or leadership workshops.
- Possess an undergraduate degree or diploma in communications or a related field from a recognized post-secondary institution in Ontario.
- Have demonstrated skills working with agricultural not-for-profit organizations and volunteers.
- Be detail-oriented and have critical thinking and problem-solving abilities.
- Have exceptional facilitation skills.
- Be self-disciplined and self-motivated with the ability to work independently and as a team member.
- Be friendly, have a positive attitude, and a curiosity and passion towards Ontario agriculture.
- Willing to have a flexible work schedule that includes some evening meetings.
- Possess a valid Ontario driver’s license, have a personal vehicle and be willing to travel extensively across Ontario.
- Proficiency in Office 365 software, Adobe, presentation software and social media platforms.
- Farm background is an asset, as are French language abilities.

Please submit your resume and a cover letter by February 3, 2021 to [careers@ontariosoilcrop.org](mailto:careers@ontariosoilcrop.org)

The individual will work from the OSCIA office in Guelph, with some opportunity for telecommuting. (While the pandemic persists, all work will be carried out from home.) OSCIA is an equal opportunity employer. Find out more about OSCIA by visiting [www.ontariosoilcrop.org](http://www.ontariosoilcrop.org)

We thank all applicants for their interest in advance, but only those candidates under consideration will be contacted.