



Programs Analyst

Full-time position, contracted to June 2023

Salary range: \$40,760 to \$71,330

The Ontario Soil and Crop Improvement Association (OSCIA) is a unique not-for-profit farm organization whose diverse membership has a significant presence in all agricultural areas of the province and across all major sectors. The mission of OSCIA is to facilitate responsible economic management of soil, water, air and crops through development and communication of innovative farming practices. As leaders in agricultural program delivery, we are seeking an individual to support facilitation of our cost-share and applied research programs and other projects as needed. An option to extend the term of the contract may be presented if funds become available. The ultimate salary offered will fall within the posted range and is commensurate with experience.

Responsibilities:

- Review, evaluate, and process cost-share applications and claims from Ontario farmers using internal data management systems;
- Support the development, delivery, reporting, and evaluation of educational, applied research, and cost-share programs for Ontario farmers;
- Support the development of communication and promotional program materials;
- Coordinate, lead and facilitate discussions and meetings with internal staff and external stakeholders, e.g., government, academia, conservation authorities, farmers, etc.;
- Support the development and delivery of applied research projects on soil and water quality best management practices, etc.;
- Support data management, tracking and reporting performance measures and program deliverables for applied research and cost-share programs;
- Support agreements with project stakeholders and partners, including work agreements and data management/sharing agreements;
- Report directly to the Program Director;
- Other duties as assigned.

Qualifications/Experience:

- Post-secondary education in an agricultural or environmental-related field (e.g. soil science, animal biology, agronomy, agricultural business, resource management, geography)
- A minimum of 2-3 years industry experience, preferably based in Ontario;
- A strong understanding of agriculture, environmental and economic farm sustainability, biosecurity, soil health and water quality, and best management practices in Ontario; practical farm experience an asset;
- Excellent communication skills, including ability to directly communicate with producers via phone and email, social media, and report writing;
- Strong organization skills and proficiency in computer programs including WordPress, Microsoft Word, Excel, and PowerPoint;

- Ability to work independently and cooperatively in a team environment, consistently producing quality work and meeting deadlines under competing priorities, changing dynamics and differing programs;
- Ability to work through times of high administrative and reporting requirements, but remain innovative and creative, seeking opportunities for improvement;
- Excellent problem solving and critical thinking skills;
- Experience with data analysis software and GIS an asset;
- French language skills an asset;
- Valid Driver's License.

Location: 1-367 Woodlawn Road West, Guelph, Ontario

Please submit your resume and cover letter by May 20, 2022 to careers@ontariosoilcrop.org

OSCIA offers a competitive compensation package, excellent benefits, and is an equal opportunity employer. While public health recommendations are in place, OSCIA has adopted working remotely five days a week. OSCIA otherwise offers a blended work week that allows for a minimum number of days in our Guelph office, but also the equipment and support to work remotely for a set number of days each week.

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