



## Programs Analyst

Full-time position

Salary range: \$50,000 to \$75,000

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 programs and other projects as needed. 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 development, delivery, reporting, and evaluation of educational and cost-share programs for Ontario farmers;
- Support the development of communication and promotional program materials;
- Support data management, tracking and reporting performance measures and program deliverables for cost-share programs;
- Support agreements with project stakeholders and partners, including work agreements and data management/sharing agreements;
- Report directly to the Director of Operations;
- Other duties as assigned.

### Qualifications/Experience:

- Post-secondary education in an agricultural or environmental-related field or 1-2 years industry experience, preferably based in Ontario;
- An 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 farmers via phone and email, social media, and report writing;
- Strong organizational skills and proficiency in computer programs including 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 improved processes;

- Excellent problem solving and critical thinking skills;
- French language skills an asset;
- Valid Ontario Driver's License.

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

Submit your resume and cover letter by September 29, 2023 to [careers@ontariosoilcrop.org](mailto:careers@ontariosoilcrop.org)

OSCIA offers a competitive compensation package, excellent benefits, and is an equal opportunity employer. OSCIA 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.