



**Title:** Communications and Events Coordinator  
**Type:** Full-Time (36¼ hours/week)  
**Reporting to:** Executive Director  
**Location:** 1-367 Woodlawn Road W., Guelph, Ontario

The Ontario Soil and Crop Improvement Association (OSCIA) is looking for a passionate, driven, and energetic candidate to join the Shared Services team as a Communications and Events Coordinator.

OSCIA has established itself as a leader in agricultural stewardship program delivery for more than 30 years, working with governments and farmers to support environmental stewardship activities through education-based programs and cost-share funding opportunities. We are a 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.

As a member of the Shared Services Department, the Communications and Event Coordinator is responsible to coordinate the development of key communication products, be the lead organizer of the annual meeting and educational events for the Association and provide support to the other departments in the Guelph office. Activities focus on general communications promoting Association membership activities, planning of summer meetings and annual conferences, and production of major communication products for the membership (newsletters, e-blasts and social media).

The salary offered will fall within a predetermined range and will be commensurate with experience. This is a one-year contract with the possibility of extension.

#### **Responsibilities:**

##### **Communications Coordination - 40% of time**

- Lead the development and distribution of the Association's quarterly newsletter, The Innovator.
- Coordinate development and placement of up to nine stories per year that profile membership activities in Country Guide magazine.
- Develop and deliver key messaging to build appreciation across the membership and staff of all facets of Association activities.
- Lead analytics and reporting on outreach, marketing, and related budgets.
- Promote and actively support strong branding by the Guelph office and across local/regional associations to build recognition of OSCIA.
- Support promotion of events or initiatives in collaboration with the Operations and the Research & Knowledge Transfer departments, for various project agreements.

##### **Events Management - 40% of time**

- Planning and coordination of duties associated with the OSCIA annual general meeting and summer meeting, collaborating with the Shared Services team for agendas, events logistics and deliverables.
- Work cooperatively with provincial office staff in coordinating activities, including Canada's Outdoor Farm Show demonstration site and Annual Conference.

- Support planning of general and special events, including managing registrations.
- Build rapport with sponsors and deliver on a sponsorship program to support the Association.
- Support delivery of events and communications in collaboration with the Operations Department and the Research & Knowledge Transfer Department, for various project agreements.

#### **Membership outreach and support - 10% of time**

- Assist with maintaining communication presence on membership-related activities and opportunities via email, website, and social media on behalf of OSCIA including periodic collection of data for analysis.
- Coordinate the posting and selection process in support of annual OSCIA recognition awards (Soil Champion, Don Hill Legacy, and Big Joe) and related media activities.

#### **Other activities - 10% of time**

- Assist periodically with electronic data entry and review of project applications, claims, and other project related information.
- Other duties as assigned.

#### **Skills & Experience:**

- Experience in a similar position that included elements of graphic design, writing, event planning and/or strategic communications.
- Strong project management skills with the ability to be self-disciplined and self-motivated and the ability to work independently and as a team member.
- Possess post-secondary education in a related field (e.g., marketing, communications, public relations, etc.), from a recognized post-secondary institution.
- Excellent communication skills; a creative thinker, with a keen eye for detail.
- Be friendly, flexible, and have a positive attitude, with a curiosity and passion towards Ontario agriculture.
- Ability to handle multiple projects and function within tight timelines with ability to multi-task.
- Proficiency in word processing, spreadsheets, presentation software and social media platforms is required.
- Knowledge of InDesign, Adobe photoshop, the Adobe suite of programs or Canva are an asset.
- Ability to focus on quality, completeness and accuracy of data management.
- Strong analytical skills with ability to define problems quickly, assess and determine appropriate resolution, supported by excellent communication skills.
- Possess a valid Ontario Driver's License, have a reliable personal vehicle.
- Farm background or experience in the agriculture sector and/or not-for-profits is an asset, as is French language skills.

#### **Working Environment**

- Hybrid work environment - must be in office (Guelph) at least two days per week with an ability to work remotely up to three days a week.
- Must be flexible to travel in Ontario and have a willingness to work outside of normal office hours, when required (events, meetings etc.).
- Must be able to manage frequent interruptions and multiple tasks daily.

We are looking for a solid teammate who will work well with both the Shared Services department and the organization.

Utilizing your cover letter, tell us who you are beyond your previous work experience and education defined in your resume including any other applicable skillsets you may possess that make you a suitable candidate for this role with the OSCIA.

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

Please submit your resume and cover letter by November 8th, 2023, to [careers@ontariosoilcrop.org](mailto:careers@ontariosoilcrop.org)

OSCIA offers competitive compensation 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.