



Client Services Representative

Part-time position

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 education workshops, promotion of our programs and other projects as needed. The position offers an hourly rate commensurate with experience and requires someone located in the Eastern region of the province, with an ability to support the following counties: Prescott, Lanark, Glengarry, Frontenac, Renfrew, Russell, Ottawa Carleton, Dundas, Grenville, Stormont, Leeds.

Responsibilities:

- Work effectively as part of a team to provide local program delivery across multiple counties, in accordance with standard operating procedures;
- Organize and facilitate workshops for farmers involving a range of topics within the context of sustainable farming practices (e.g., environmental, biosecurity), including reporting and administration;
- Engage in and support promotional efforts for OSCIA-delivered programs and educational workshops as part of a regional team, including attending and presenting at agricultural meetings and events across the region;
- Maintain best practices to ensure confidentiality and security of electronic and hard copy data;
- Prioritize program needs throughout the year recognizing fluctuating workloads aligning with farmers busy and slow times, and program timelines;
- Actively engage in regular training and staff development opportunities;
- Work effectively with local farm organizations, agri-business and partnering organizations;
- Regularly report program accomplishments;
- Complete on-site inspections of projects supported under OSCIA-delivered funding programs;
- Other duties as assigned, which may include, but are not limited to:
 - Assisting with enhancement and development of education workshops and incentive programs;
 - Review of cost-share funding applications and/or claims;
- Reporting directly to the Regional Client Services Manager.

Qualifications/Experience:

- Excellent communication skills (to support workshop and promotional presentation);
- Strong knowledge of sustainable farming practices;
- 1-2 years' experience in delivering adult education;
- An ability to work independently to accomplish set performance goals;
- An ability to be flexible and dynamic along with an aptitude to learn new things quickly;
- Strong logistical and administration skills, including time management and an ability to

- consistently meet reporting deadlines;
- An ability to communicate with farmers, sometimes in challenging situations, and motivate farmers to engage in programs;
- Strong knowledge of Microsoft Office applications (Excel, Word, PowerPoint) and virtual communication platforms (Microsoft Teams, Webex, Zoom);
- Extensive travel in the assigned region is required; must have reliable transportation.
- A willingness to work part-time hours, as required; time commitment may fluctuate significantly throughout the year (5-35 hours/week)
- 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 January 12, 2024, to careers@ontariosoilcrop.org

OSCIA offers a competitive compensation package and is an equal opportunity employer. This position requires a candidate with capability to work remotely, including access to a home office space and internet.

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