



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. OSCIA is a leader in agricultural program delivery, including cost-share funding distribution, educational workshop offerings for farmers, and administration of on-farm applied research opportunities.

We are seeking a Programs Analyst with strong analytical and assessment skills, and attention to detail who enjoys working in a dynamic, fast paced environment to join the Program Delivery Team. This is your opportunity to support Ontario farmers in implementing best management and sustainability practices on their farms through participation in cost-share funding programs. Programs Analysts work collaboratively within the Program Delivery Team and under the management of the Director of Programs.

In this role you will:

- Utilize your subject matter knowledge to accurately review, evaluate, and process cost-share applications and claims from Ontario farmers using internal data management systems;
- Draft correspondence to request missing or incomplete information in a clear and concise manner;
- Respond to client inquiries by providing information that aligns with program and operational guidelines, demonstrating strong customer-service skills;
- Monitor project progress and manage client expectations;
- 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;
- Other duties as assigned.

Behavioural Competencies:

- **Adaptability:** Demonstrate a willingness to be flexible, versatile, and dynamic in a changing work environment while maintaining effectiveness and efficiency.
- **Ethical behaviour:** Ensure personal behaviours align with the Association's core values and code of conduct.
- **Relationship development:** Establish and maintain positive working relationships with

others, internally and externally.

- Effective communication: Speak, listen, and write in a precise, clear, and timely manner using appropriate and effective communication tools.
- Client focus: Anticipate clients' needs and respond in an appropriate and timely manner, seeking to provide the highest quality service.
- Teamwork development: Work cooperatively and effectively with others to set goals, resolve challenges, and make decisions that enhance cross-functional cooperation.
- Initiative: Ability to assess and initiate tasks independently.
- Decision-making: Assess role-based situations to determine the importance, risks, and make clear decisions in a timely manner.
- Time management and organization: Set priorities, develop a task schedule, monitor progress towards deadlines.
- Problem-solving: View problems as learning opportunities, focus on improving future results.
- Cultural Competence: Value diversity and inclusivity, demonstrating an ability to work effectively with trust across various departments.
- Foster Sustainability: Ensuring the work we do improves the viability and sustainability of rural Ontario and Ontario agriculture.
- Continuous Learning: Participates in an environment of professional development and personal growth.

Qualifications/Experience:

- Post-secondary education in an agricultural or environmental-related field, or 2-3 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, and report writing;
- Proficiency with Windows and Office 365 software; experience in data analysis and reporting is an asset;
- 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, and maintaining good communication and collegiality;
- Excellent analytical, problem solving and critical thinking skills;
- French language skills an asset;
- Valid Ontario Driver's License.

In addition to the responsibilities and qualifications outlined above, we are looking for a solid teammate who will collaborate well with all the departments in our organization. Utilizing your cover letter, tell us who you are beyond your previous work experience and education defined in your resume. You may not meet all the qualifications that we are looking for, therefore tell us all other applicable skillsets you possess that make you the best suited candidate for this role.

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

Submit your resume and cover letter by June 14th 2024 to 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.