



Programs Coordinator

Full-time position

Salary range: \$65,000 to \$85,000

Do you have the skills to provide leadership, coordination, project management, evaluation and subject matter expertise in the development and delivery of cost-share programs and funding initiatives that support Ontario farmers in implementing best management and sustainability practices on their farms? If so, consider this exciting opportunity with the Ontario Soil and Crop Improvement Association (OSCIA).

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 an experienced Programs Coordinator who enjoys working in a collaborative and dynamic, fast-paced environment, to support all areas of program delivery in cooperation with the Program Delivery Team and under the management of the Director of Programs.

In this role you will:

- Facilitate the development, delivery, and implementation of OSCIA delivered cost-share funding programs to Ontario farmers;
- Accurately interpret program guidelines and operating procedures to provide subject matter expertise, mentorship and coaching to Program Analysts, Assistant Program Analysts, and Program Assistants;
- Review, evaluate, and process cost-share applications and claims from Ontario farmers using internal data management systems;
- Validate and conduct a thorough final review of claims and approve for payment;
- Team with the IT/ Finance department to ensure accuracy of claim detail when required;
- Assign and track processing workflows, demonstrating sound judgement, planning, and attention to detail;
- Develop correspondence templates used to notify program participants of the outcome of application and/or claim submissions and ensure notifications are sent in a timely manner;
- Populate and review program allocation Commitment Reports for submission and approval to program funding partners;
- Participate actively and contribute content regularly to weekly Program Delivery Team meetings;
- Report on achievement tracking, performance measures and program deliverables for multiple initiatives;
- Oversee the development of communication and promotional program materials and liaise with communications service providers;

- Coordinate, lead, and facilitate collaborative working relationships, discussions and meetings with internal staff and external stakeholders, including programming funders;
- Support agreements with project stakeholders and partners, including service agreements, project budget management, and forecasting;
- Team with the IT personnel to coordinate activities related to program development in a timely manner; this task requires accuracy and excellent attention to detail;
- Work closely with the Program Director and provide assistance when requested;
- 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 (e.g. soil science, agronomy, agricultural business, resource management, animal biology, geography)
- A minimum of 5 years industry experience, including project management and/or coordination;
- 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, and report writing;

- Highly proficient with Windows and Office 365 software; able to develop presentations and lead information sessions; experience in data analysis and reporting is an asset;
- Experience facilitating progress reporting, service agreement execution, and external partner project oversight;
- Ability to work independently and cooperatively in a collaborative 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, while remaining innovative and creative, seeking opportunities for improvement, and maintaining good communication and collegiality;
- Excellent problem solving and critical thinking skills;
- French language skills an asset;
- Valid 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.