

Job description

Organic Science Project Coordinator

Organic Federation of Canada

Location: Quebec or Nova Scotia, but remote working arrangements will be considered

This position provides an excellent and unique experience in national organic science program management by working as part of the Organic Science Cluster team at the Organic Federation of Canada. The Organic Science Cluster (OSC) is an industry-supported research program that is led by the Organic Federation of Canada (OFC) in collaboration with the Organic Agriculture Centre of Canada (OACC). Reporting to the Director of the OFC, the Project Coordinator will contribute to science performance management, impact analysis, and knowledge transfer.

Key Responsibilities:

- Support the implementation of the national organic agriculture research program, which includes more than 15 research proposals submitted by Canadian researchers:
 - Gather the information needed to finalize the objectives and deliverables of the research proposals included in the OSC,
 - Ensure that budgets and letters of support meet funding agency requirements,
 - Collaborate with industry partners.
- Coordinate a network of researchers and graduate students active in the OSC and facilitate networking options.
- Collaborate on OSC communication and impact analysis activities:
 - Write outreach communication related to OSC research,
 - Review articles written by others,
 - Work with the team to complete the impact analysis of previous OSC research,
 - Present OSC results to industry partners and stakeholders.
- Coordinate the analysis of performance reports on OSC activities:
 - Liaise with OSC researchers and research institutions to ensure timely receipt of performance reports from research activities,
 - Coordinate and prepare meetings of the scientific advisory body that evaluates performance reports,
 - Coordinate all other communication to OSC researchers,
 - Liaise between researchers and industry partners.
- Support the general management of the OSC.
- Perform other tasks related to financial tracking, budgeting, coordination of administrative tasks, etc.

Qualifications:

The ideal person for this position will have either an MSc or PhD in an agricultural or environmental sciences discipline; experience in project management or equivalent training is an asset. Candidates must have an interest in organic agriculture, ideally first-hand experience in organic farming or research.

- The following skills are required in the following areas:
 - French and English as spoken and written languages,
 - Professional level writing in English or French for extension communications to a producer audience,
 - Interpersonal skills demonstrating the ability to work as part of a team, participating in meetings with partners, producers, and government,
 - Public speaking skills,
 - Attention to detail,
 - Problem-solving skills,
 - Effective time management and ability to multi-task,
 - Proficiency in MS Excel and MS Word,
 - Proficiency in WordPress, Canva, Mailchimp, PowerPoint (strong asset).

Work Environment / Location

The OFC works in close collaboration with OACC, on Dalhousie University's agricultural campus in Truro, NS. The successful candidate may work from home, with the expectation of orientation and then routine meetings either in Montreal or at the OACC office in Truro. Normal working hours are 8:30 a.m. to 4:30 p.m. Eastern Time but may vary. This position may include occasional travel within Canada for several days each year. This is presently a term position with the possibility of extension.

Salary Range: \$50,000 - \$55,000 per annum - working 35 hr/wk. Start date to be determined (in the fall of 2023)

Application details

Deadline: October 10, 2023, or until position is filled.

Applications must include:

- Cover letter describing suitability for the position
- C.V.
- List of 3 references with contact information
- An example of an article written by the applicant for a producer or general public audience relating to agriculture

Submit applications by email to: info@organicfederation.ca

For questions about this position please:

Email: nicole.boudreau@organicfederation.ca

Phone - 514-488-6192