

## Organizational Overview

The Nova Scotia Federation of Agriculture (NSFA) is currently seeking a Program Coordinator to join its Outreach Team. The NSFA represents the interests of Nova Scotia's farms and farmers. Today its members account for well over 90% of all agricultural production in Nova Scotia and brings together more than 2,400 individual farm businesses. The NSFA tackles policy issues that impact the prosperous and sustainable nature of the industry and takes an active role in supporting registered farms through delivery of programs and services.

The Program Coordinator will be part of a dedicated team supporting the farm community, providing them with the resources they need to succeed and advocating in their best interest. Working in a position that will support farms in becoming responsible employers of choice while working to support a skilled workforce. The Program Coordinator will be essential to coordinating programming to support human resources and skills training, while working with industry partners to recruit farmers and farm workers to our industry through career promotion, temporary foreign worker and immigration programs as well as succession planning.

The Program Coordinator will be essential in building the Agriculture Sector Program, which is new to the NSFA this year! The NSFA prides itself in providing a passionate work environment and is a tight-knit supportive group encouraging collaboration and sharing of ideas.

## Key Duties & Responsibilities

- ❖ Support and contribute to the organization's strategic plan
- ❖ Conduct review of relevant legislation, research and programs
- ❖ Manage and coordinate training, workshops and outreach events
- ❖ Manage and coordinate tools, resources and best management practices for the farm community
- ❖ Inform members on HR/labour related issues through communication platforms, presentations, etc.
- ❖ Develop and maintain relationships and partnerships with related organizations (e.g. FSNS, LAE, NSDA)

## Skills & Qualifications

- ❖ Knowledge of Nova Scotia agriculture is an asset with an understanding of small-medium business and rural culture required
- ❖ Experience in human resources and/or labour legislation considered an asset
- ❖ Strong communication and presentation skills, both verbal and written
- ❖ Strong interpersonal skills
- ❖ Strong project management skills
- ❖ Team-oriented but able to work independently
- ❖ Must have valid Nova Scotia driver's license and access to a vehicle

## Employment Terms

Compensation will align with experience and includes a competitive benefits package – medical, dental, life and disability insurance after 3 months, matching RRSP contributions and two weeks' vacation to start. Position is a renewable term position, aligning with NSFA Funding Agreements.

35hrs/week; some outside of regular business hours and/or out of the office work will be required (e.g. events, workshops)

Anticipated start date of September 2019. Only Successful applicants will be contacted for an interview.

**Please submit cover letter and resume to [info@nsfa-fane.ca](mailto:info@nsfa-fane.ca)** (7 Atlantic Central Drive, East Mountain)

**Deadline: August 12, 2019**