

THE CORPORATION OF THE COUNTY OF WELLINGTON

Museum and Archives Department
Economic Development Division

Requires a

22 Month Temporary Full Time Sustainability Programme Coordinator

The Sustainability Programme Coordinator will work closely and collaboratively with the Smart Cities and the Climate Change and Sustainability offices in order to promote and deliver supports for climate-friendly farm management and practices. Among other tasks this position is responsible for coordinating the Experimental Acre project, including outreach visits, sample collecting, data recording, host support, and evaluation.

The minimum qualifications for this position include:

- Two year college diploma in Agriculture or a related field.
- Certified Crop Advisor designation is an asset.
- Minimum three years of experience or equivalent in sustainable agriculture practices, such as cover cropping and no-till farming.
- Experience in community engagement and/or knowledge transfer is preferred.
- Experience or knowledge of diverse agricultural production systems will be considered an asset.
- Effective verbal and written communication and interpersonal skills with proven ability to work collaboratively with others.
- Ability to define data requirements, gather, validate and present information.
- A valid driver's license (minimum G2 Class) and access to a reliable vehicle.
- All new or rehired employees must provide proof of full vaccination against COVID-19 and agreement of the County of Wellington vaccination requirement, prior to commencing employment.

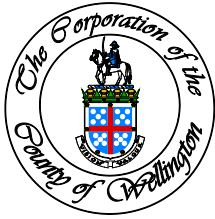
This position offers a benefit package and a salary range of: \$57,002.40 to \$66,703.00 (2022 Non-Union Compensation Grid), based on a 35 hour work week.

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #113-22 by Friday, March 25 at 4:00 pm.**

ATTENTION: HR DEPARTMENT, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: careers@wellington.ca or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.





COUNTY OF WELLINGTON

POSITION DESCRIPTION

Title: Sustainability Programme Coordinator	Reports to: Smart Cities Project Manager
Department: Smart Cities Office; Planning and Development	Positions Supervised: 0
Effective: April 2022	Revised:

BASIC FUNCTION:

The Sustainability Programme Coordinator will work closely and collaboratively with the Smart Cities and the Climate Change and Sustainability offices in order to promote and deliver supports for climate-friendly farm management and practices. Among other tasks this position is responsible for coordinating the Experimental Acre project, including outreach visits, sample collecting, data recording, host support, and evaluation.

PRINCIPAL RESPONSIBILITIES:

- Assist in the implementation of the Smart Cities and the Sustainability and Climate Change office plans, including rural connectivity.
- Assist in the development, implementation and support of the Smart Cities Experimental Acres project, serving as a point of contact for project hosts.
- Provide outreach to farmers in assisting with navigation of climate-friendly farming resources.
- Identify and develop relationships with agronomists, agricultural contractors, farming organizations and soil researchers.
- Develop learning events and facilitate farmer-to-farmer education and related to climate friendly agricultural practices.
- Promote the County's on-farm agricultural programme through attendance at public and industry events.
- Coordinate with the Rural Water Quality Programme in order to align agricultural incentives.
- Identify funding opportunities and support funding applications and reporting.
- Coordinate all details of planning and execution of annual symposium on regenerative agriculture, and other public events.
- Contribute to agricultural data collection for the Sustainability and Climate Change Office.
- Provide updates to the County's Smart Cities webpage and social media content and contribute to marketing materials.
- Contribute to monthly and annual reports regarding the progress on climate friendly farming programmes.

- Prepare and communicate programme-based stories.
- Support other Climate Change engagement initiatives as needed.
- Contribute to the development of support tools for the community, including member municipalities, as needed.

CONTACTS:

Internal: County of Wellington staff (all levels)

External: Farm project participants, community members, member municipal staff, staff at other Ontario municipalities.

MINIMUM QUALIFICATIONS:

- Two year college diploma in Agriculture or a related field.
- Certified Crop Advisor designation is an asset.
- Minimum three years of experience or equivalent in sustainable agriculture practices, such as cover cropping and no-till farming.
- Experience in community engagement and/or knowledge transfer is preferred.
- Experience or knowledge of diverse agricultural production systems will be considered an asset.
- Effective verbal and written communication and interpersonal skills with proven ability to work collaboratively with others.
- Ability to define data requirements, gather, validate and present information.
- A valid driver's license (minimum G2 Class) and access to a reliable vehicle.

SKILLS AND COMPETENCIES:

- Understanding of Regenerative Agriculture considered an asset.
- Excellent computer skills in a Windows environment; knowledge of MS office and proficiency in MS Powerpoint.
- Ability to deal effectively with the public.
- Ability to work independently, creatively and be self-motivated.
- Project management and teamwork skills.
- Superior oral and written communications skills including communicating scientific information in plain language.

OTHER:

Regular work week - 35 hours per week.

Able to work flexible hours, occasionally overtime and weekends (as needed).

Attend meetings (Public, Council, Stakeholders and Special Committee meetings).

Regular travel within and to areas outside of the County.