

## Regenerative Organic Oats - Program Coordinator

### JOB DESCRIPTION

Canadian Organic Grower's (COG) mission is to provide education, advocacy, and leadership to help build an agricultural system that empowers farmers and consumers, enhances human health, builds community, and mitigates climate change while increasing Canadian food sovereignty ([www.cog.ca](http://www.cog.ca)).

#### **Job Title:**

Regenerative Organic Oats (ROO) Program Coordinator

Location - Prairie Region (Manitoba, Saskatchewan, or Alberta)

Short-term Contract - Spring 2022 to December 31st, 2022

#### **Regenerative Organic Oats:**

Regenerative Organic Oats (ROO) is a 3-year program (2021-2023) that works directly with oat growers to improve Canada's organic oat supply chain and ultimately make crops more resilient to the effects of climate change. The main program goals are to: provide education and support to organic oat growers; increase the use of regenerative practices; enhance the supply of regenerative organic certified oats; enrich ecosystem services; improve water and air quality; and mitigate climate change. There will be up to eight growers engaged in the program in 2022.

#### **Reporting Relationship:**

Reports to and works under the direction of the ROO Manager.

#### **Wage:**

The hourly rate is between \$22-26/hour, depending on experience. Hours per week will range from a minimum of 10 to a maximum of 15 based on the types of activities /events and the growing season. There is a possibility to extend hours and contract to 2022 if additional funding becomes available.

#### **Authority:**

Directly responsible to the ROO Manager, who reports to and works under the Executive Director with overall authority from the Board of Directors of the Canadian Organic Growers (COG).

#### **Role Summary:**

The Coordinator will work on COG's ROO project which includes the oversight for the program resources, supporting farmers, logistics for the on-farm events, and managing the online meetings/webinars that all support the goals and objectives of the ROO program. They will help farmers directly and indirectly to transition to regenerative organic, including certification

processes, and on-farm soil assessments. Working with newly generated resources from COG's Senior Science Advisor.

They will build and maintain relationships with farmers, organizations, potential funders, and organic sector stakeholders to advance the program's goals. From time to time the Coordinator may be asked to provide written and/or verbal update reports and/or recommendations re the ROO program or the organic farming sector to other staff or Directors who make up the COG team.

#### **Duties and Responsibilities:**

- Conduct soil sampling and soil health measurements during on-farm visits
- Curate existing resources (both internal and external) to support project goals
- Organize ROO events and workshops and participate in farmer social media communications
- Support ROO Manager as needed
- Provide fundraising support to the Manager as needed
- Conduct the outreach to potential new oat farmers for the ROO program
- Maintain relationships with stakeholders across the agriculture and organic sectors
- Represent and promote the ROO Project and COG at public events

#### **Core Competencies:**

- Knowledge of soil health and Prairie agriculture and farming community, particularly in the organic and regenerative organic sector, are essential competencies
- Excellent organizational and self-management skills
- Empathy, courtesy, persuasion, and professionalism, with the ability to connect with the broadest range of persons from farmers to government officials in person and/or virtually
- Support the Manager to ensure the program funders and other stakeholders are well serviced re updates, data or other program information
- Strong skills in planning and delivery public facing activities including: in-person events, webinars, and workshops, etc.
- Highly motivated to contribute to the transformation of agriculture in Canada with the passion and initiative to work independently and collaboratively to support COG's goals.

#### **Working Conditions:**

The Coordinator needs to be located in the Prairie region and have a fully equipped home office (own computer, printer, internet etc.). Work involves travel within the Prairies and exposure to others at public events. COG will ensure all safety protocols (ie Covid-19) are strictly adhered to according to provincial mandates. All COG employees must be fully

Covid-19 vaccinated (minimum of 3 vaccines) as this position will involve exposure to others at public and on-farm events.

#### **Relationships:**

- ROO Project Manager
  - Receives regenerative organic oats project work and personal performance direction, guidance and encouragement; discusses plans and priorities, maintains control through teamwork and direction.
- Executive Director
  - Receives work and personal performance direction, guidance, and encouragement; discusses plans and priorities, maintains control through teamwork and direction.
- COG Staff, Members, Committees, Consultants and Contractors
  - Demonstrates courtesy, cooperation, and teamwork; maintains professional and ethical behaviour; Represents and promotes the interests of the COG using sound judgement and respect while following the policies of the COG and its Ethical Code of Conduct.
- Strategic Program Partner organizations such as national/provincial organic organizations, food and farming associations, etc.
  - Professionally represents and promotes COG; actively maintains awareness and relevant programs and policy.
  - Works directly with specific groups such as youth entrepreneurs, new immigrants, BIPOC and other marginalized communities.

#### **Employment Requirements:**

The preferred candidate will have:

- Post-secondary degree or diploma in agriculture, soil/ecology sciences, organic certification license, or a related field.
- Demonstrated experience working with farmers and farming organizations.
- Minimum 2 years work/farming experience in the organic sector.
- Computer literacy in Windows as well as database management, website navigation, and social media platforms.
- Hands-on experience with agriculture outreach/fundraising campaigns.
- Superior communications skills, both written and oral, along with a strong customer service orientation.
- Excellent interpersonal skills and ability to work with members, co-workers, and volunteers in a professional manner.
- Ability to work under pressure, manage multiple deadlines and change priorities with ease.

**Other Desired Assets Include:**

- Ability to communicate effectively in both of Canada's official languages.
- Comfortable using Google Suite, Asana, Salesforce, Zoom, and Airtable software.
- Experience providing extension services/support to farmers in the Prairies
- Knowledge of organic oat production, as well as the Canadian Organic and the Regenerative Organic Standards

**Other Duties:**

Please note this job description is not designed to include a comprehensive list of all activities, duties or responsibilities that are required for this position. Duties, responsibilities, and activities may change at any time with or without notice based on the needs of the program and at the discretion of COG senior management.

**Equal Opportunity:**

COG provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation, or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at COG. We offer a family-friendly environment that allows for flexible work arrangements to support staff diversity and ensure a healthy work-life balance

**Application Process:**

Please provide a **cover letter** (max. 1 page) and an up-to-date **résumé** to 'ROO Manager' at: '[hiring@cog.ca](mailto: hiring@cog.ca)' Closing Date: Open until position is filled.

Please include the following as your subject header: '**ROO Coordinator Application**'

*Thank you for your interest in being part of Canadian Organic Growers.*