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Communications Coordinator

Farm & Food Care Ontario is hiring a Communications Coordinator. Reporting to the Executive Director, the employee will play a lead role on all communications activities, joining a small but dynamic team to plan and execute all outreach activities including projects, social media, websites and event planning and coordination.

Hours: 35 hours per week. Some evening and weekend work will be required. The successful candidate must be able to work out of a Guelph office.

Knowledge/Skills Required:

- Minimum of three years of experience in a communications or public relations field
- Excellent verbal and written communications skills and experience in public speaking
- Strong proficiency in and use of social media.
- A demonstrated interest in agriculture awareness and outreach
- An ability to simultaneously manage many different projects and assignments
- Research, writing and written/video editing skills
- Ability to work independently and as part of a team
- Experience using the Microsoft Suite of projects
- Valid drivers' license and access to a vehicle

Salary will be commensurate with work experience. Work will be based out of the Guelph office of Farm & Food Care and will include some travel.

Please submit resume, references and covering letter indicating your salary expectations to kelly@farmfoodcare.org by March 1, 2018. We appreciate all applications but only candidates selected for an interview will be contacted.