



Ontario AgriCentre
100 Stone Road West, Suite 202,
Guelph, ON N1G 5L3
T: 519-837-1326
E: info@farmfoodcare.org
W: www.FarmFoodCareON.org
 @FarmFoodCareON

Communications Coordinator

Six month contract with potential for full time

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, websites and event planning and coordination. The position is a six month contract with potential for full time after the contract's completion.

Hours: 35 hours per week. Some evening and weekend work will be required including the duration of the Royal Agricultural Winter Fair. The successful candidate must be able to work out of a Guelph office.

Knowledge/Skills Required:

- Must be 30 years of age or younger and not have participated in any other Youth Employment and Skills Strategy program i.e. Career Focus Program and/or Agricultural Youth Green jobs Initiative(as per government funding program requirements)
- Minimum of three years of experience in a communications or public relations field
- Video editing skills
- Strong 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
- 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 July 3, 2019. We appreciate all applications but only candidates selected for an interview will be contacted.