



660 Speedvale Avenue West
Suite 302
Guelph, ON N1K 1E5
519-837-1326
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www.FarmFoodCareON.org
@FarmFoodCareON

Communications Coordinator

We're hiring – again! Farm & Food Care Ontario is seeking a **full time Communications Coordinator**.

Role Overview

Reporting to the Communications Manager, the employee will have a strong skill set as a writer, helping to write articles, columns for member publications, press releases and human interest stories. The successful candidate will also play a cross-functional role in all communications activities, joining a small but dynamic team to plan and execute the organization's award-winning outreach activities.

35 hours per week. Occasional evening and weekend work will be required. Candidate must be able to work in the Guelph office at least half time with flexibility for home office work on alternate days.

Specific responsibilities include but are not limited to:

- Write columns, articles, press releases; profiles for the Faces Behind Food social media campaign.
- Support the execution of Farm & Food Care events, in-person and virtual.
- Apply new, innovative ideas and creative ways to tell stories through content.
- Represent FFCO at public outreach events professionally and enthusiastically.

Knowledge/Skills Required:

- Strong verbal and written communications skills is critical – writing and editing will be a key component of this job;
- Meticulous attention to detail and ability to work with a high level of accuracy;
- Content writing experience for all media platforms;
- Past relevant experience in a communications, event coordination or public relations fields;
- An ability to simultaneously manage many different projects and responsibilities with shifting demands and priorities;
- Ability to work independently and as part of a team;
- Resourceful, adaptable and shows initiative;
- Excellent organization, analytical and problem-solving skills;
- Experience with planning and coordinating events (in-person and online);
- Competency of Microsoft Office and Google Suite tools;



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Additional Assets

- University Degree or College Certification in one of the following disciplines: Marketing, Communications, Public Relations, Events Management or Agriculture;
- Familiar with and/or have a genuine interest in agriculture or food production;
- Experience with online content management systems (Wordpress) and knowledge of analytics measuring tools (Google Analytics).

Salary will be commensurate with work experience. Candidate must have a valid driver's license with a good driving record and access to a vehicle.

About Farm & Food Care Ontario

Farm & Food Care Ontario is a registered Canadian charity and whole-sector coalition made up of representatives from all farming types and associated businesses and positions itself as the helpful expert on Ontario agriculture. Farm & Food Care Ontario brings farmers, agricultural professionals, related businesses, government organizations and other groups together with a mandate to build public trust in food and farming in Ontario and across Canada.

Please submit resume, references and covering letter indicating your salary expectations to kelly@farmfoodcare.org by Friday, June 9, 2023.

We appreciate all applications but only candidates selected for an interview will be contacted.