

Living Lab Coordinator

The Living Lab Coordinator (LLC) has a passion for agriculture and supports the coordination and execution of the Agricultural Climate Solutions – NL Living Lab program. The position reports directly to the Climate Change Manager. If you are seeking to work with a small team, who take great pride in your work and collaboration, apply to be part of the NLFA team. To learn more about the NLFA, please refer to our website at www.nlfa.ca and NL Living Lab at www.nllivinglab.ca.

Position Overview

The Living Lab Coordinator oversees the coordination of activities within the Agricultural Climate Solutions (ACS) Living Lab project of the Newfoundland and Labrador Federation of Agriculture. This role specifically manages the knowledge and technology transfer aspects of the program, which include:

- Planning and supporting KTT events, workshops and booths
- Planning of KTT products, such as videos, webinars, etc.
- Delivering presentations
- Writing articles
- Updating social media and website content when required
- Support collaboration between partners
- Perform other related duties as assigned

The coordinator should have a genuine passion for agriculture, climate change mitigation and adaptation, and environmental stewardship. They must also enjoy engaging with stakeholders and the public.

General Responsibilities

- Actively participate with the Agricultural Climate Solutions (ACS) Living Lab program to support the execution of the work plan and other relevant environmental initiatives.
- Assist and liaise with collaborators and producers providing relevant information, tools, and resources.
- Manage project budgets and expenditures.
- Maintain and develop partnerships to increase collaboration and coordination of initiatives.
- Represent the NL Living Lab project at various events and meetings.
- Communicate between producers, program staff, the organization, and external stakeholders.
- Assist with other areas of the ACS projects as required.

Work Plan Execution

- Work closely and maintain and develop partnerships to increase our collaboration and coordination of initiatives.
- Developing and tracking budgets.
- Coordinate internal resources and external parties to support project deliverables and events.
- Participate and collaborate with in-field demos and events to assist deliverables and knowledge mobilization (eg. Videos, workshops, meetings, etc.).
- Participate with in-field demos, delivering seed or assisting where required.
- Assist with meeting outreach and registration where required.
- Complete reporting where required to support the Living Lab project.
- Provide information, material and assist the development of resources.

- Collect and disseminate information where required.
- Produce and promote the project by writing articles, newsletters, videos, etc.
- Attend events and training where applicable to support the project.

Professional Qualifications Required and other

- A University/College Degree or Diploma related to Agriculture or equivalent combination of education and applicable experience and asset.
- Proven working knowledge in project management and certification an asset.
- Critical thinking & analytical problem solving
- Excellent time management, organizational, and communications skills.
- Able to work independently and meet deadlines.
- Strong proficiency with computers – Office 365.
- High level of diplomacy and strong written and oral communication skills.
- Strong work ethic with a high degree of energy.
- Required to lift objects weight approximately 25 kgs (bags of seed, etc.)
- Access to your own transportation for provincial transportation.
- All applicants must be legally entitled to work in Canada.
- Driver's license and provincial travel required.

Compensation and other details

Job Type: Full-Time Contractual

Salary: \$60,000-\$65,000 gross annual pay, depending on experience (bi-weekly pay)

Vacation: 2 weeks annual paid vacation plus paid public holidays, Christmas holidays Dec 24-Jan2

Hours: 37.5 hrs, generally Monday to Friday, 8:30am - 4:30pm with some weekends and evenings when required.

Benefits: Dental, Drugs, Extended Health Benefits, Hospital and Travel

Travel Costs: (Mileage and Meals:) will be reimbursed at the National Joint Council Rates as per approvals by the ACS Project Manager.

Administrative Costs: Costs associated with communication tools will include cellular phone monthly expenses, supply of portable computer, software and protective equipment for field operations.

Location and Environment: Corner Brook or remotely in Newfoundland and Labrador depending on the successful applicant location.

Term: The contract will end on March 31, 2027 based on satisfactory contribution to the project, satisfactory results of an annual performance review and funding Potential for contract renewals.

Expected Start Date: As soon as possible

How to Apply:

Send your PDF resume and cover letter to hire@nlfa.ca by **March 5, 2025**. Only those that are selected for an interview will be contacted.