

## OFCAF KTT Coordinator

The On Farm Climate Action Fund Knowledge Technology Transfer Coordinator has a passion for agriculture and supports the coordination and execution of the Agricultural Climate Solutions – NL On Farm Climate Action Fund. 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](http://www.nlfa.ca).

### Position Overview

The KTT Coordinator oversees the coordination of activities within the Agricultural Climate Solutions (ACS) On Farm Climate Action Fund Program of the Newfoundland and Labrador Federation of Agriculture. This role specifically manages and supports the knowledge and technology transfer aspects of the program with the OFCAF Technical Program Lead, which include:

- Planning and supporting KTT events and workshops
- Planning of KTT products, such as videos and webinars
- Delivering and preparing presentations
- Writing articles
- Updating social media and website content
- 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 the public.

### General Responsibilities

- Actively participate with the Agricultural Climate Solutions (ACS) On Farm Climate Action Fund 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 On Farm Climate Action Fund 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 through factsheets, newsletters, and videos.
- Attend events and training where applicable to support the project.

### **Professional Qualifications Required**

- 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, 2028 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@nlf.ca](mailto:hire@nlf.ca) by **March 5, 2025** Only those that are selected for an interview will be contacted.