



## **JOB DESCRIPTION - PROGRAM MANAGER**

Canadian Organic Grower's (COG) mission is to provide education, advocacy, and leadership to help build an agricultural system that empowers farmers and consumers, enhances human health, builds community, and mitigates climate change while increasing Canadian food sovereignty ([www.cog.ca](http://www.cog.ca)).

### **Job Title: Program Manager**

**Term:** Full Time Employee (37.5 hr/week)

**Start Date:** Immediate - Ideally to start January 2023

### **Position Overview:**

We are seeking a passionate and qualified individual to join our dynamic team at COG in the role of Program Manager. As a strong team collaborator, the Program Manager (the Manager) will lead and support COG's programming with a current priority placed on an established program called [Regenerative Organic Oats \(ROO\)](#).

### **ROO Program:**

ROO is a program that involves the Manager working directly with oat growers to improve Canada's regenerative organic oat supply chain and ultimately make crops more resilient to the effects of climate change. The main program goals are to: provide education and support to organic oat growers; increase the use of organic practices; enhance the supply of organic certified oats; enrich ecosystem services; improve water and air quality; and mitigate climate change. There will be up to thirteen growers engaged in the program in 2023.

### **Main Tasks:**

Managing COG's ROO project includes managing program sponsors and partners involving regular updates and an annual report. The Manager is also responsible for producing and distributing resources, recruiting and supporting farmers throughout the project, all program logistics for events, and leading online meetings/webinars.. The Manager will help farmers directly and indirectly including providing guidance on soil testing and assessments, and working with existing and newly generated resources from COG's ROO experts including soil scientists and farmer mentors.

The Manager will build and maintain relationships with farmers, organizations, and organic sector stakeholders to advance the program's goals. They will also be responsible for fundraising to ensure the program is well resourced and has the funds needed to meet goals and expand in the years ahead. From time to time the Manager may be asked to provide written and/or verbal updates and/or recommendations to COG's Board of Directors, or external stakeholders..

### **ROO Duties and Responsibilities:**

- Review/revise existing ROO resources.
- Oversee the collection of data and data analysis done by partners
- Manage/engage with the ROO farmer community on What's App
- Establish goals and define KPIs to monitor the productivity and effectiveness of programming and partnerships
- Develop and manage the ROO budget monthly and annually
- Deliver activities on time and to pre-approved budget
- Develop a wide array of written materials, including: farmer/stakeholder communications, quarterly updates/annual reports, conference session proposals, grant applications, and draft agreements
- Lead outreach to potential new farmer participants
- Actively program fundraise throughout the year with increase when program activities slow down
- Research farmer relevant trends, initiatives, events and share resources to colleagues, farmers and stakeholders
- Represent COG proudly and promote the ROO program at public events

### **Core Competencies:**

- Knowledge of soil health and agriculture and farming community, particularly in the organic sector, are essential competencies
- Understanding of the interconnections between climate change and best management practices in the agriculture sector (i.e., carbon sequestration)
- Very strong organizational and self-management skills
- Excellent communication skills expressed by in-person, online and in writing
- Excellent customer/client services to ensure funders and other stakeholders are well serviced with updates and program information in a timely fashion
- Strong interpersonal skills and professionalism with the ability to connect with the broadest range of persons from farmers to government officials
- Strong planning skills and ability to deliver public presentations at in-person events, webinars, and workshops, etc.
- Highly motivated to contribute to the transformation of agriculture in Canada with the passion and initiative to work independently and collaboratively to support COG's goals.

### **Employment Requirements:**

The preferred candidate will have the Core Competencies listed above, and:

- University/college degree or diploma in agriculture, ag business, or related field, or an equivalent combination of education and experience
- At least five (5) years of progressive experience working directly with farmers and agriculture/food industry, preferably in the prairies

- Ability to develop farmer programming and coordinate experts, virtual sessions and in-person events
- Proficient in video conferencing via Google Meets, Microsoft Teams and/or Zoom
- Adept at Microsoft Office Suite, G Suite, CRM (Salesforce), and strong familiarity with project management tools (ASANA), methodologies, and best practices
- Ability to work effectively in a remote work setting and manage shifting priorities
- Able to work independently as well as a member of the COG team to coordinate work plans across projects and departments, especially MarCom, to ensure milestones are met on time and to budget.
- Ability to manage the department's operating budget including oversight for accounts payables/receivables (bookkeeping support is provided)

#### **Additional Assets:**

- Familiarity and understanding of the organic agriculture sector including industry trends, technology and development
- Understanding of soil sampling and analysis protocols
- Ability to communicate effectively in both of Canada's official languages

#### **Other Manager Duties:**

This role may include other tasks and responsibilities that may arise during the term of this position aligned to the competencies outlined in this job description. These other manager duties may involve providing support to another similar COG program when there is a downtime in the ROO program. New tasks will be discussed in advance and every effort will be made to keep tasks within reason to the original duties outlined within this job description.

#### **Working Conditions:**

- This role is primarily remote and ideally the chosen candidate is based in the prairie region, however COG is open to applicants from all regions. There may be periodic visits to COG's head office located in downtown Ottawa.
- The Manager requires a fully equipped home office (own computer, printer, internet etc.). Work involves travel within the prairies and exposure to others at public events. COG will ensure all safety protocols (i.e., Covid-19) are strictly adhered to according to provincial mandates.

#### **Equal Opportunity:**

COG provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation, or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at COG. We offer a family-friendly environment that allows for flexible work arrangements to support staff diversity and ensure a healthy work-life balance.



**Compensation:** The salary range is between \$55,000 - \$68,000 commensurate with experience. A generous benefits package is provided.

This position will remain open until a suitable candidate is hired.

Please submit a cover letter and your resume to: [hiring@cog.ca](mailto: hiring@cog.ca)

You can learn more about COG at [www.cog.ca](http://www.cog.ca)

**Thank you for your interest**