

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).

Position Details: Program Manager — Cover Crop Training

Contract: Part-time, 30 hrs/week

Start Date: Immediate and preferably in mid to late March 2023

End Date: January 12, 2024 - *position may be extended beyond this date*

Position Overview:

We are searching for a passionate and determined individual to join our team at Canadian Organic Growers (COG). As a proven project manager, the Program Manager (Manager) will manage and execute improvements to COG's Cover Crop Training (CCT) program.. The Manager will also manage stakeholder relationships related to the program and the training of agriculture producers.

CCT is part of a larger national program entitled 'Farm Resilience Mentorship Program' (FaRM) which is operated by Farmers for Climate Solutions (FCS). The FaRM program aims to train 10,000 farmers on cover cropping through a peer-to-peer approach. COG and the program manager are responsible for improving the curriculum, train farmer mentors twice a year as well participate in two feedback sessions a year.

Duties and Responsibilities:

- Oversee annual project deliverables and work closely with FCS and the FaRM implementing partners to successfully deliver the cover crop training curriculum
- Manage project budget and resources to meet project goals
- Secure, and supervise contractors
- Be responsible for the CCT project budget including accounts payable/receivables and monthly reporting (with support of COG's bookkeeper)
- Collaborate with the communications team to develop cover crop related articles and opinion pieces
- Build and maintain relationships with stakeholders across the sector to help meet project goals
- Prepare project reports as required under project contract terms and for COG senior management and the Board of Directors' quarterly reporting

- Fundraise new funding opportunities to expand the CCT program as well as secure other cover crop related training programs

Core Competencies:

- Very strong project management, planning, organizational, and time management skills
- Strong critical thinking and problem solving skills
- Excellent communication skills expressed in-person, online and in writing
- Excellent client services, networking and relationship building and negotiation skills
- Strong interpersonal skills and professionalism with the ability to connect with the broadest range of persons from farmers to government officials
- Strong willingness to learn, be adaptable, and participate in a highly collaborative team
- Solid financial literacy and proven ability to manage project budgets

Employment Requirements:

The preferred candidate will have the core competencies listed above, and:

- Post-Secondary Degree or Diploma in Agriculture, Environment, Economics, Business or a related field.
- 3 to 5 years proven work experience as a project manager or similar role.
- Hands-on experience with project management, financial management, and event planning.
- 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
- Able to work independently as well as a member of the COG team to coordinate work plans across projects and departments to ensure milestones are met on time and to agreed upon budget(s)

Additional Assets:

- Ability to communicate effectively in both of Canada's official languages
- Awareness of organic and regenerative organic agriculture sector including industry trends, technology and development
- Experience working with a not-for-profit or charity

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. 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.
- The Manager requires a fully equipped home office (own computer, printer, internet etc.).

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 annual salary range for this part-time position is between \$44,000 - \$54,400 commensurate with experience. A competitive 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

Thank you for your interest