

**Farm Stewardship Coordinator
Fixed-term, Part-time**

Tides Canada is dedicated to a healthy environment, social equity,
and economic prosperity for all Canadians.

We bring giving, investing and doing under a single roof so that we can
accelerate positive change, achieve greater impact and advance solutions across Canada.

Position Overview

Farms at Work (FAW), is a project of Tides Canada. We work to keep farmland healthy and active in East Central Ontario. We are very active in promoting and supporting stewardship of farmland, working with a wide range of partners across East Central Ontario.

The Coordinator will be responsible for oversight of an EcoAction grant received by Farms at Work on behalf of the East Central Farm Stewardship Collaborative (ecfarmstewardship.org). The grant involves delivery of funding to farmland owners for environmental improvements on farms, and several events through March 2021. The Coordinator will report to the Director of Farms at Work, liaising regularly with the Chair(s) of the East Central Farm Stewardship Collaborative.

Anticipated Start Date: November, 2018

Location: Peterborough, ON

Hours of work: Variable, on average 12 hours per week to March 2019 and 8 hours per week from April 1, 2019 to March 31, 2021

Hourly rate: \$25 per hour, including 2 weeks paid vacation

Key Areas of Responsibility:

The Coordinator will be primarily responsible for oversight of an EcoAction grant received by Farms at Work on behalf of the East Central Farm Stewardship Collaborative (ECFSC).

Duties will include, but may not be limited to the following:

- Work with ECFSC partners to develop processes for the allocation of funds available under the new East Central Farm Stewardship Fund
- Manage the Collaborative process for project approvals
- Plan and execute outreach to landowners using a variety of media and organizational partner contacts throughout the region
- Prepare press releases and media stories
- Coordinate payments to landowners or partners
- Work with Collaborative members to plan and execute farm tours in accordance with grant deliverables
- Collate data from partners; prepare required reports to the funder, with support from the Director

Key Assets:

- Experience in conservation, and knowledge of farm-specific environmental best practices
- Experience with grant management
- Experience with successful organization of events
- Experience in effective outreach through a range of print and social media
- Very strong oral and written communication skills, including use of basic computer programs
- Excellent interpersonal and teamwork skills
- Ability to work independently and manage time effectively and efficiently
- Experience in dealing with partners and the public in a professional manner

Qualifications Required:

- A valid driver's licence and access to use of an automobile
- Ability to work occasional evenings and weekends

How to Apply

Please send your resume and a cover letter to pat@farmsatwork.ca by 5PM on Thursday November 8, 2018 and include "Stewardship Coordinator" in the subject line.

In your cover letter, please specifically address the following questions:

1. Why does this position appeal to you?
2. What interests you about the responsibilities outlined for this position?
3. How do your experience, education and personal assets make you a strong candidate, given the requirements and assets above?

*As Farms at Work is a project of Tides Canada,
the selected candidate will be an employee of Tides Canada.*

For more information please visit:

<http://www.farmsatwork.ca/> and
<http://tidescanada.org/impact/initiatives>

***Tides Canada is strongly committed to creating a diverse workplace environment and
we welcome and encourage applications from the communities we serve.
We are proud to be an equal opportunity employer.***

Our sincere appreciation to all those expressing interest in the position. However,
only those applicants invited for an interview will be contacted.

No recruiters please.