



## EMPLOYMENT OPPORTUNITY

**Title:** Agricultural Coordinator  
**Reports to:** Economic Development Officer  
**Terms:** Ending March 31, 2027 (Possibility of renewal)  
**Hours:** Full Time  
**Salary:** \$25.00/hour  
**Location:** Governance Building

**Job Summary:** Reporting to the Economic Development Officer, the Agricultural Coordinator is responsible for supporting the development of agricultural strategic priorities and sustainable food systems initiatives for the Community. This administrative position involves reviewing and analyzing historical departmental reports, ensuring effective communication with Chief & Council, Administration and Community members, drafting reports & recommendations, drafting policies & procedures, drafting funding proposals, and as well as communicating with any external agencies and other governmental programs.

### **Duties:**

- Collecting, reviewing and analyzing historical departmental information regarding farming or other agricultural programs
- Assisting a consulting firm with the development of our Community Food Sustainability Plan
- Creating and organizing effective communication materials to be shared with the community
- Assist with community engagement via open houses, surveys, focus groups, etc.
- Evaluate and assist with the preparation of reports and recommendations of the Community Food Sustainability Plan
- Assist with the development of funding proposals for the agricultural economic development initiatives
- Coordinating and overseeing agricultural economic development projects for the community
- Ensure effective communication with band member agricultural entrepreneurs
- Ensuring an up-to-date list of business-related farming and agricultural support for entrepreneurs
- Ensuring effective communications with external agencies and other partners/funding sources
- Organizing and coordinating workshops with special guest facilitators
- Be available after regular business hours for various workshops and other events
- Participate in the online training that is identified for this position
- Other duties as required

### **Skills/Knowledge:**

- Excellent communication skills
- Strong time management, organizational and problem-solving skills
- Ability to manage multiple tasks simultaneously
- Knowledge of Microsoft Office applications and other software
- Knowledge of various social media tools

### **Qualifications:**

- Grade 12 O.S.S.D. or G.E.D. Equivalency
- Experience in Farming, Farm Management, Business, Office Administration, etc. is an asset
- Valid 'G' License is an asset
- Access to own transportation is an asset

### **Applicant MUST Include:**

- Current covering letter
- Current resume
- Three names (not letters) of references with telephone numbers and/or email addresses (one must be current or most recent employer)

**DEADLINE DATE: Friday, June 12<sup>th</sup>, 2026 @ 4:30pm**

**(\*\*No Late Applications Accepted\*\*)**

**Only qualified applicants will be contacted for an interview**

Applications will be received:

Office: Attn. Tiffany Dedo, Human Resources Manager, 519.797.2781, ext. 1110

By Mail: HR Department, 6 Cameron Drive, Southampton, ON. N0H2L0

By Email: [tiffany.dedo@saugeen.org](mailto:tiffany.dedo@saugeen.org)