

Job Title: Stakeholder Engagement Specialist

Organizational Overview

Interested in contributing to Canada's food production value chain? Did you know Canadian farmers are environmental stewards, working in soil conservation, carbon sequestration and playing an important role in climate change while they work to feed Canada and the world? The Canadian agricultural industry is dynamic, with science-based advancements and adoption of automation, digitalization and technology.

The Canadian Agricultural Human Resource Council (CAHRC) is a national, non-profit organization focused on addressing human resource issues facing agricultural businesses across Canada so that the industry can continue to grow and meet the demand of feeding Canadians and the world. Our team is expanding and there are excellent opportunities available with us that support the Canadian agricultural industry.

Job Description

The Stakeholder Engagement Specialist will report to the Executive Director and will support all stakeholder engagement needs of the organization. This includes supporting the development and execution of the stakeholder engagement map and plan to ensure the success of all project initiatives. It also includes providing support to and engagement with the project's stakeholders, partners and participants. They will liaise with industry and government stakeholders to broaden awareness, support and engagement in the project activities. They work with professional service providers who bring specific expertise to the project.

Main Responsibilities

- Work with internal program and project managers to support project stakeholder engagement needs.
- Develop, edit, review and support stakeholder engagement plans for specific Council projects and initiatives.
- Work with the Marketing and Communications Specialist to ensure messaging, outreach, contacts and materials align with stakeholder activities and interests.
- Work with the Marketing and Communications Specialist to ensure content shared in media inquiries, articles, interviews, press releases aligns with CAHRC messaging and stakeholder activities and interests.
- Provide advice and leadership to the Executive Director on federal and provincial government relations.
- Work with third-party service providers to source strategic stakeholder engagement expertise to support project and corporate needs.
- Track and report on the actual performance relative to the stakeholder engagement plan.
- Lead the planning, review and development of different stakeholder engagement strategies and tactics.
- Operate the various existing tools and systems to manage stakeholder outreach, lead generation, CRM.
- Assist in managing the growing stakeholder community including employer engagement, partner support and outreach.

- Ensure timely response and follow-up to stakeholder requests and inquiries.
- Plan, develop and execute various stakeholder surveys, using web, telephone and live data collection.
- Summarize and analyze the results to provide key findings and recommend suggestions or action plans based on collected feedback.
- Identify follow-on project opportunities and referrals from the existing contact base
- Support CAHRC in client/supplier/partner meetings and other events as required.

Education

University Bachelor degree or college diploma in Business, Communications, Agriculture or related discipline (desirable).

Experience

At least 2 years of experience as Communications Specialist, Business Development Specialist, Marketing Specialist, Member Services Officer or Project Manager/Coordinator.

At least 1 year experience working in non-profit organization (desirable).

Knowledge & Skills

Bilingualism (required)

Advanced knowledge of Word, Excel, Powerpoint software and social media.

Knowledge of WordPress (desirable)

Other Details

Term: 12-month contract with opportunity for renewal

Salary: \$65,000 - \$80,000 / year

Location: Hybrid model, with remote options in Canada

Application Process

If you are interested in joining the Canadian Agricultural Human Resource Council team, please forward a cover letter and resume no later than February 14, 2023 directly to: Julie Schryburt Finance and Administration Manager, Canadian Agricultural Human Resource Council info@cahrc-ccrha.ca.

Please send your cover letter and resume as one pdf document, titled with your name and the position (e.g., Sam Smith – Stakeholder Engagement Specialist.pdf). Only applicants selected for an interview will be contacted. No phone calls please. For more information about the Canadian Agricultural Human Resource Council, please visit our website: www.cahrc-ccrha.ca