

## Job Title: Project Coordinator

### 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

Project Coordinator provides administrative support to a project under the direction of a project manager. Key duties include planning events, scheduling meetings, preparing materials, taking meeting minutes.

### Main Responsibilities

- Conduct project administration duties including the coordination of virtual and in-person events, event planning and logistics, participant invites and registrations, materials preparation including PowerPoint presentations, materials distribution, co-ordination of translation, work with Stakeholder Engagement and Communications Specialist to co-ordination of communications, and track all event details including participant travel expense claims and in-kind contributions.
- Assist Project Manager in stakeholder engagement activities.
- Track and monitor project activities using project management software and/or spreadsheets.
- Maintain records of all documents and correspondence related to projects.
- Track project material resources.

### Education

College diploma in Business, HR, Project Management, Accounting or related discipline (desirable).

### Experience

At least 2 years of experience as Project Coordinator.

At least 1 year of experience planning and coordinating meetings and events.

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

### Knowledge & Skills:

Advanced knowledge of Word, Excel, and Powerpoint

MailChimp, virtual meeting software such as Zoom, Social media software such as Hootsuite, Animoto and Twitter.

### **Other Requirements:**

Bilingualism (English/French) is an asset.

### **Other Details**

**Term:** 6-month contract with opportunity for renewal

**Salary:** \$55,000 - \$65,000 / 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 October 2, 2023 directly to: Julie Schryburt Finance and Administration Manager, Canadian Agricultural Human Resource Council [info@cahrc-ccrha.ca](mailto: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 – Project Coordinator.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](http://www.cahrc-ccrha.ca)