Outreach and Communications Coordinator

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Outreach and Communications Coordinator

School of Environmental Science, Ontario Agricultural College

Temporary full-time from March 1, 2019 to February 29, 2024

Hiring #: 2019-0088

Please read the Application Instructions [1] before applying

Reporting to the Soils@Guelph Executive Director, the Outreach and Communications Coordinator is responsible for developing and executing traditional and digital communications, creating and delivering educational resources, and promoting Soils@Guelph activities and events. The Coordinator will also work collaboratively with University researchers, university communicators, and industry representatives to support the goals of the Soils@Guelph initiative and the University of Guelph.

Specific responsibilities include:

- Ensure all efforts are made to reach diverse audiences and provide equitable access to programs and facilities
- Developing and implementing a strategic communication plan to promote the Soils research conducted at the University of Guelph
- Implement activities outlined in the Soils@Guelph strategic communication plan, and coordinate with Executive Committee and Sub-Committees to ensure all the tasks are implemented, monitored and evaluated
- Develop and cultivate external funding sources to enhance educational and knowledge mobilization programming
- Connect with Ontario ag network including field days and meetings; coordinating field trips to Soil Health Interpretive Centre
- Coordinate with the OAC Communications team to carry out programs associated with Soil and Agriculture Education in Canada
- Collaborate with researchers in the University of Guelph to increase participation of faculty, staff and students in soils outreach and communications projects
- Provide expanded educational opportunities (skills and knowledge) for those engaged in agriculture and horticulture, in Ontario as well as the general public
- Provide content for agriculture newsletters, Soils@Guelph website, social media
- Network with other agriculture professionals and agencies, and be a recognized resource of educational programming throughout the province

Qualifications Required:

- University degree in soil science or agriculture related field
- Two years working in agriculture, horticulture, and/or soil science
- In lieu of Master’s degree, consideration will be given to an equivalent combination of related education and required work experience (Bachelors +4 years' experience)
- Demonstrated communication, leadership, mentoring, teamwork and group process skills
- Demonstrated well developed personal/interpersonal skills
- Ability to work with minimal supervision, including prioritizing workloads to meet deadlines
- Flexibility and creativity in the workplace
Outreach and Communications Coordinator
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- Knowledge of research principles, and ability to read and interpret scientific publications in the area of soil science
- Knowledge and skill with computer technology in preparing and making presentations, data analysis and retrieval, word processing, email and internet applications
- Knowledge, skill and interest in social media networks
- Ability to work effectively with diverse audiences and stakeholders

The successful candidate must be willing to work flexible hours when required. A valid G driving license is required. This position requires a motivated, reliable, and well organized person, able to work in a multi-disciplinary group environment.

Classification    Grant/ Trust fund position, P02 (P&M grid)

Professional/Managerial Salary Bands [2]

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2019 02 20
Closing Date: 2019 03 06

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