

AgScape Job Posting

Agricultural Education Event Coordinator

Job Title:	Agricultural Education Event Coordinator
Reports to:	Program & Resource Manager
Status:	Part-time (20-25 hours per week, flexible Monday-Friday)
Compensation:	<ul style="list-style-type: none">• Pay: Pro-rate for hours worked based on \$50,000-\$55,000 annually, equates to \$24.04/hr-\$26.44/hr + 4% vacation• Bonus days off (ex. for birthday)• Office closure December 24 – January 2• Early Friday closures in the summer
Location:	Remote with occasional travel for organized in-person events. (team works remotely across Ontario with additional travel required for hosting in-person events, and occasional meetings throughout year)

Who We Are

AgScape is leading a movement to bring agriculture and food education into all Ontario classrooms with the goal to inspire youth to see their role within the food system that's a vehicle for social, economic, and environmental impact. We accomplish this through providing experiential and science-based agriculture and food education programs that inspire students to be curious, critical, and conscious about their food choices, discover exciting career opportunities that match their passions, and be bold global citizens, thinkers, and innovators.

We are passionate about connecting today's students with the thriving field of agriculture and food. We have a work environment that fosters collaboration and creativity and provide the coaching and support for each team member to be the best they can be.

Position Overview

Reporting to the Program & Resource Manager and working closely with the rest of the AgScape team, the Agricultural Education Event Coordinator is responsible for planning, organizing, and executing events that promote agricultural education primarily for students and educator audiences. This role involves the coordination of event logistics, collaboration with various stakeholders, and the ability to integrate creativity into every aspect of event planning. The ideal candidate should be comfortable speaking in front of large groups of students while hosting events, as well as be detail-oriented, highly organized, and passionate about agriculture and education.

Key Responsibilities

1. Event Planning and Coordination

- Coordinate and collaborate with hosting schools, teachers, and/or external organizations to determine logistical details such as venue selection, spacing, scheduling, transportation, equipment rental, and catering.
- Communicate and support volunteers prior to event dates to ensure they have been provided essential event details and are prepared with educational activities for students
- Host events with enthusiasm to promote a fun and engaging environment for both teachers and students.

2. Collaboration and Communication:

- Work closely with volunteers, stakeholders, and team members to ensure seamless execution of events
- Serve as the main point of contact for all event-related inquiries and communications.

3. Volunteer and Stakeholder Management:

- Research, recruit and work with industry related volunteers to support event activities.
- Brainstorm and assist in the creation of educational activities for the volunteers to use at their booths.
- Establish and maintain positive relationships with stakeholders, including sponsors, educational institutions, local farmers, and agricultural organizations.

4. Creative Input and Innovation:

- Develop engaging activities that appeal to diverse audiences.
- Incorporate creative elements such as interactive displays, hands-on activities, and innovative educational tools.

5. Budget and Financial Management:

- Prepare and manage event budgets, ensuring cost-effective solutions while maintaining program quality
- Monitor event related expenses and manage financial records and reporting for each event.

6. Marketing and Promotion:

- Collaborate with the Marketing team to effectively promote events through various media channels and other outlets.
- Assist in the creation of promotional materials such as flyers, brochures, and other content.

7. Evaluation and Reporting:

- Conduct post-event evaluations to assess the effectiveness and impact of events.
- Compile reports and provide feedback to improve future events.

Additional tasks and responsibilities as they arise.

Who You Are

- An excellent communicator – You know what it means to act as an ambassador for an organization and can share its mission and values passionately. You get your verbal and written messages across clearly and effectively to every audience.
- A strategic thinker – You are able to visualize what is needed, create calendars and schedules, and achieve your objectives.
- An organizer – You are able to handle multiple responsibilities at the same time.
- A self-starter – You have a proven ability to strategize and implement fresh and effective processes to improve the overall integrity of our work. You ask for the resources you need and take action when looking for solutions to problems
- Creative – You educate and engage people in innovative ways and use all media available to you.
- Detail-oriented – You recognize the importance of the fine details in written words and visuals.
- Team player – You can work cross-functionally with teammates who have different areas of expertise in both a virtual work environment and during occasional in-person events.

Competencies & Other Requirements

- Ideally 2+ years of experience in event planning and/or coordination, preferably with non-profit organizations and/or in the field of education
- Background education and/or combination of experience in the field of Agricultural Science, Education, Event Management or a related field
- OCT certification preferred
- French is considered an asset
- Experience facilitating programming in a variety of youth settings including schools, camps and events
- Strong project management and administrative skills including developing event schedules, meeting internal and external deadlines, as well as preparing reports
- Comfortable with evolving technology and multiple platforms, and the confidence and ability to seek out solutions
- Familiarity and experience working with educators, school boards, and students
- General knowledge of current agricultural practices and trends
- Ability to lift and carry event materials up to 30lbs
- Strong interpersonal skills with an ability to connect with a range of stakeholders and maintain enthusiasm throughout events
- Financial acumen and experience following a budget
- Experience in successful guidance of other people, including training and mentoring
- Ability to manage multiple project deadlines
- Self-directed and self-motivated worker with the ability to work both independently and with a team, and be productive in a virtual work environment
- Excellent oral and written communication skills with a variety of stakeholders and audiences

- Proficiency with the Microsoft Office suite, and design software including Adobe Creative Suite, Canva or other design software to develop various professional creative assets
- Professional and positive attitude, with a willingness to learn and ask questions
- Able to work flexible hours, understanding that some events may require evening/weekend hours (lieu time is always provided as needed)
- A valid driver's license with the ability to travel independently across Ontario in a working personal vehicle
- A willingness and excitement to travel for events
- The successful candidate will be required to legally work in Canada and have a Criminal Records Check completed at the Vulnerable Sector level

How to apply

Please send your resume and cover letter to careers@agscape.ca, attention Catherine Melillo, Program & Resource Manager. Applications will be accepted until the position is filled. Even if you feel that you do not have all requested experiences and competencies, you are encouraged to apply!

AgScape is an equal-opportunity employer. We are committed to an inclusive, barrier-free recruitment process and work environment in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). We will be happy to work with any requested accommodations at any stage of the hiring process or employment.