

AgScape Job Posting

French Coordinator

Job Title:	French Coordinator
Reports to:	Program & Resource Manager
Status:	Part-time (10-15 hours per week, flexible Monday-Friday)
Compensation:	<ul style="list-style-type: none">• Salary: \$24.04/hr to \$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 French Coordinator is responsible for assisting with the development and translation of new French programming and resources focused on topics related to agriculture education. The ideal candidate is fully bilingual in French and English, preferably with a strong connection and understanding of Francophone communities and culture in Ontario and/or Canada. Experience developing and delivering educational programming is considered a strong asset.

Key Responsibilities

- Contribute to the development of new French programming and resources related to Agriculture and Food
- Coordinate and track the translation progress of current program and resource materials
- Support educational resource order preparation and distribution
- Assist with researching and fostering collaboration opportunities with Francophone agriculture and food organizations
- Assist in the development of marketing and communications content to help expand our partnerships
- Liaise with teachers' associations and agriculture and food organizations to help build organizational capacity and foster cross promotional opportunities
- Attend and participate in AgScape events and outreach opportunities as needed
- Attend and support an AgScape booth at external industry educational events as needed
- Facilitate professional development workshops with educator and industry groups as needed
- Other administrative duties to support marketing and programming activities as assigned

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 translation and 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, or a related field
- Must be fully bilingual in English and French
- Knowledge and practice of professional translation, and finding equivalency
- Experience using translation software such as DeepL or similar
- Strong time management skills including project progress tracking, prioritizing of tasks, meeting deadlines, balancing multiple project deadlines
- Comfortable with evolving technology and multiple platforms, and the confidence and ability to seek out solutions
- Comfortable presenting to various audiences
- Familiarity and experience working with educators, school boards, and students
- General knowledge of current agricultural practices and trends
- 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
- 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
- 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 August 15th, at 5:00pm. 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.