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Atlantic Canada Training and Communications Coordinator (Parental Leave) - Job Posting

Apply by **May 14, 2021 12pm ET** to express your interest to support training programs and communications for SeedChange's domestic seed program!

Job Summary

SeedChange is recruiting an Atlantic Canada Training and Communications Coordinator for The Bauta Family Initiative on Canadian Seed Security (the Initiative). The Coordinator will be responsible for leading Atlantic Canadian training initiatives with farmers, and supporting communication activities for our national team.

Context

SeedChange's mission is to build food sovereignty by working with partners to enhance biodiversity, promote ecological food systems, and counter inequity. SeedChange's domestic field program, The Bauta Family Initiative on Canadian Seed Security, works with farmers across Canada to build resilient seed systems. We lead national and regional on-farm research and education programs on seed conservation and plant breeding to increase the quality, quantity, and diversity of regionally-adapted seed for organic and climate-resilient farming conditions.

For more information about SeedChange, please visit www.weseedchange.org.
For more information about the Initiative, please visit www.seedsecurity.ca.

Working Conditions

This is a parental leave replacement for 25 weeks from **May 31, 2021 to November 19, 2021** (start and end date negotiable). Candidates must be based in any of the four Atlantic Canadian provinces (New Brunswick, Nova Scotia, Prince Edward Island, and Newfoundland and Labrador), and have the legal right to work in Canada. This is a remote working position and reliable internet service is required for this work.



SeedChange was founded in 1945 by Dr. Lotta Hitschmanova as the Unitarian Service Committee of Canada (USC Canada).



Salary for this position will be in the annual range of \$57,203 to \$60,906 prorated to 3 days a week at 25 weeks (\$660 to \$702 weekly). As this is a short term contract, health and dental benefits are unfortunately not available for this position. There is flexibility regarding working hours (in particular in light of Covid-19 constraints).

Key responsibilities and Experience we are seeking

The Atlantic Canada Training and Communications Coordinator will report to the Director of the Initiative and work closely with Regional Coordinators across the country. The key responsibilities, and the specific qualifications for those responsibilities are provided in the table below. We understand candidates may not have all the experience/qualifications listed. If you possess all of the essential requirements and the majority of the recommended qualifications, we encourage you to apply.

Key Responsibilities	Qualifications
<p>Coordinate communications for national and Atlantic Canada on-farm research, seed production, and training programs, including:</p> <ul style="list-style-type: none"> - Updating the Initiative’s national and regional websites - Developing and maintaining online resources - Communicating via social media, listserv, e-newsletters, and other forms of online outreach - Managing inquiries about the regional program from farmers, stakeholders, media, and the public - Receiving, paying and tracking invoices and managing a project budget 	<p>Excellent written and oral communication skills in English (Essential); written and oral communication skills in French (Recommended)</p> <p>Proficiency in Microsoft Word, Excel, Zoom, and the GSuite environment (Essential)</p> <p>Strong attention to detail and the ability manage multiple tasks independently (Essential)</p> <p>Experience with website creation and maintenance, and use of email marketing platforms (i.e. Joomla, WordPress, MailChimp, MadMimi) (Essential)</p> <p>Experience in financial management and administration, including managing invoices and project budgets (Essential)</p> <p>Experience in media training, public communications, and plain language writing (Recommended)</p>
<p>Support the implementation of the Initiative’s national online training events and podcast:</p>	<p>2-3 years of experience in event coordination in the agriculture and/or food sectors (both in-person and online) (Essential)</p>





<ul style="list-style-type: none">- Managing registration, promotion, and inquiries via Eventbrite- Working with a team to design training webinars/videos related to seed production and plant breeding- Editing, posting and distributing event recordings and materials- Editing audio recordings and coordinating translations and transcriptions in EN and FR	<p>Strong interpersonal skills and experience/willingness to work in a highly collaborative, team-oriented environment (Essential)</p> <p>Working knowledge of principles and practices in ecological agriculture, seed production, and participatory research methodologies (Recommended)</p> <p>Ability to comfortably manage and facilitate meetings and events in-person and online (Recommended)</p> <p>Proficiency with basic graphic design software (i.e. Canva, Adobe Indesign) (Recommended)</p> <p>Proficiency with basic audio/video editing software (i.e. iMovie, Audacity, etc.) (Recommended)</p>
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SeedChange ways of working

The majority of SeedChange staff work from our head office in downtown Ottawa. All staff are currently working from home and the majority of the staff of the Initiative work remotely. It is expected that the candidate will have access to a computer and remote working space; if this is not the case, SeedChange will discuss alternative accommodations for the candidate.

SeedChange acknowledges that Covid-19 has disrupted work and personal lives, impacting people in different ways, and will work to support the Coordinator to undertake their work in this context.

SeedChange is striving to decolonize our organizational practices. We are currently investing in external support to improve our hiring practices in order to recruit and retain people born in the countries where we work, and to provide a work environment as safe as possible for people with disabilities, Black, Indigenous, and people of colour (BIPOC), 2SLGBTQQIAP+ people, and women.

Application instructions

To apply: e-mail careers@weseedchange.org and specify **Atlantic Canada Training**





and Communications Coordinator in the subject of the e-mail. In your application please include the following:

- Your most recent CV
- A writing sample of no more than 300 words in English

The purpose of the sample is to assess language proficiency and writing style. If you have questions in advance of applying, please contact Aabir Dey at adey@weseedchange.org.

Deadline for receiving applications is May 14, 2021. We expect to hold interviews of short-listed candidates between May 18 to May 20. We appreciate understanding that **only candidates short-listed for the position will be contacted.**

Thank you for your interest in working with SeedChange and The Bauta Family Initiative on Canadian Seed Security!

