



Field Representative

Application Deadline: November 15, 2024

Part Time – Remote (Ontario)

The Ontario Soil and Crop Improvement Association (OSCIA) is a unique not-for-profit farm organization whose diverse membership has a significant presence in all agricultural areas of the province and across all major sectors. The mission of OSCIA is to facilitate responsible economic management of soil, water, air and crops through development and communication of innovative farming practices. OSCIA is a leader in agricultural program delivery, including cost-share funding distribution, educational workshop offerings for farmers, and administration of on-farm applied research and knowledge transfer opportunities.

OSCIA is seeking an exceptional individual to fill the role of **Field Representative**. Field Representatives are located throughout the province and work collaboratively to deliver educational workshops including the Environmental Farm Plan and commodity specific biosecurity workshops to Ontario farmers. Field Representatives also act as spokespersons for OSCIA-delivered cost-share incentive and research programs by engaging with farmers to promote awareness and provide information on current and upcoming opportunities.

This position offers an hourly rate commensurate with experience and requires travel within a designated region. Field Representatives work within the Program Delivery Department and report to the Field Services Manager.

Key Responsibilities:

- Provide local program delivery (across multiple counties/districts) in strict accordance with standard operating procedures.
- Organize and facilitate in-person and online workshops for a farming audience involving a range of topic areas within the context of sustainable farm practices (e.g. environmental, biosecurity), including reporting and administration.
- Engage in and support promotional efforts for OSCIA-delivered programs and educational workshops, including attending and presenting at approved agricultural meetings and events across the region.
- Support delivery of funding programs and research initiatives by addressing farmer inquiries and making service calls to producers about their approved projects.
- Complete on-site and/or virtual inspections of projects supported under OSCIA-delivered funding programs.
- Prioritize program needs throughout the year, recognizing fluctuating workloads aligning with farmers' scheduling demands, and program timelines.
- Maintain best practices to ensure confidentiality and security for electronic and hard copy file systems.

- Extensive travel within an assigned grouping of counties or district is required, with occasional travel further afield for in-person training or for provincial events.
- Actively engage in regular training and staff development exercises.
- Participate in regular team meetings and maintain constructive relationships with all OSCIA colleagues.
- Work effectively and build relationships with local farm organizations, agri-business and partnering organizations.
- Regular and timely reporting of program accomplishments.
- Other duties as assigned; duties are expected to evolve over time.

Skills and Experience:

- Excellent presentation and group-discussion facilitation skills for educational workshop delivery.
- Strong understanding of sustainable farm practices, environmental stewardship, and agricultural production practices.
- Able to work independently to accomplish set performance goals.
- Good computer skills and a high comfort level with typical office software and hardware.
- Able to be flexible along with an aptitude to learn new things quickly.
- Academic accomplishments typically associated with completion of post-secondary college or university or equivalent work experience.
- Strong logistical and administration skills.
- Confident communicator when relaying complex information or challenging outcomes.
- Able to consistently meet reporting deadlines.
- Able to motivate farm businesses to engage in and commit to programs.
- Receptive to new work methods and procedures to ensure program success.
- French language proficiency is an asset.
- Possess a valid Class G Ontario driver's license. Mileage and travel costs are compensated but access to a reliable personal vehicle is required.

Behavioural Competencies:

- **Adaptability:** Demonstrate a willingness to be flexible, versatile, and dynamic in a changing work environment while maintaining effectiveness and efficiency.
- **Ethical behaviour:** Ensure personal behaviours align with the Association's core values.
- **Relationship development:** Establish and maintain positive working relationships with others, internally and externally.
- **Effective communication:** Speak, listen, and write in a precise, clear, and timely manner using appropriate and effective communication tools.
- **Client focus:** Anticipate clients' needs and respond in an appropriate and timely manner, seeking to provide the highest quality service.
- **Teamwork development:** Work cooperatively and effectively with others to set goals, resolve challenges, and make decisions that enhance cross-functional cooperation.
- **Initiative:** Ability to assess and initiate tasks independently.
- **Decision-making:** Assess role-based situations to determine the importance, risks, and make clear decisions in a timely manner.
- **Time management and organization:** Set priorities, develop a task schedule, monitor progress towards deadlines.
- **Problem-solving:** View problems as learning opportunities, focus on improving future results.

- **Cultural Competence:** Value diversity and inclusivity, demonstrating an ability to work effectively with trust across various departments.
- **Foster Sustainability:** Ensuring the work we do improves the viability and sustainability of rural Ontario and Ontario agriculture.
- **Continuous Learning:** Participate in an environment of professional development and personal growth.

Please submit your resume and cover letter by November 15, 2024 to careers@ontariosoilcrop.org.

OSCIA offers a competitive compensation package and is an equal opportunity employer. This position requires a candidate with capability to work remotely, including access to a home office space and internet. Hardware and software to work remotely is provided by OSCIA.

We thank all applicants for their interest, but only those candidates under consideration will be contacted.