



Northern Ontario Farm Innovation Alliance

Communications & Events Coordinator Job Description

Overview:

The Northern Ontario Farm Innovation Alliance is a non-profit organization working to advance agriculture across Northern Ontario through applied agricultural research and innovation. NOFIA was established in 2014 and works with industry stakeholders, academia, and all levels of government to accomplish its goals.

The Communications & Events Coordinator coordinates communications and events as directed by the Executive Director, and works within the values, goals, and objectives of the organization.

Operations:

- Assist in the development of a communications plan and measuring the effectiveness of the communications strategy.
- Attend producer meetings, farm tours, and other events to represent and promote NOFIA as necessary.
- Assist the Executive Director with project management and communications with partners as necessary.

Communications:

- Create and disseminate internal and external communications materials.
- Gather information to develop website content for FarmNorth.com and nofia-agri.com.
- Organize and deliver the annual Northern Ontario Ag Conference.
- Organize and deliver the annual self-guided car farm tour "A Day in Farm Country".
- Manage communications through NOFIA's various channels, including Mailchimp, Twitter, Facebook, Instagram, Youtube, LinkedIn, etc.
- Contribute articles to the quarterly Ontario Soil & Crop Improvement Association e-newsletter, *The Innovator*.
- Maintain and manage OSCIA membership database.

The Communications & Events Coordinator reports to the Executive Director. A class G driving license is required. The employee will be required to travel occasionally and be flexible to work some evenings and weekends. **Deadline to apply is April 6th, 2023.**

Position Type: full-time, contract

Starting date: Negotiable

Salary: Negotiable

Applications can be submitted to:

Emily Seed, *Executive Director*

emily.nofia@gmail.com

705-647-4782