

RURAL AGRI-INNOVATION NETWORK - PROGRAM COORDINATOR

The Rural Agri-Innovation Network (RAIN), a project of the Sault Ste. Marie Innovation Centre and NORDIK Institute, is seeking a qualified **Program Coordinator** that will administer agri-food funding programs, reporting to the RAIN Project Coordinator. The candidate will work full-time for one year with the potential for future advancement in the organization.

Accountabilities:

- Coordinate funding programs for agri-food producers and processors, including:
 - o Program marketing in Northern Ontario and Algoma-Manitoulin
 - o Reporting on financials with funders and internal staff
 - o Preparing contracts with participating businesses
 - o Maintaining positive communication and providing accurate information to stakeholders
 - o Providing support to program applicants with resources and advice
 - o Providing support to outreach staff with program marketing and implementation
- Coordinate skills development workshops and events related to agriculture and food processing
- Managing program and event budgets
- Correspondence with funders and agri-food businesses to coordinate program activities
- Preparing financial reports for funders and internal staff
- Program evaluation through surveys, interviews and other methods
- Marketing and promotion of RAIN programs and events

Qualifications:

- A degree or diploma in a related background such as Agriculture, Business Administration, Marketing, Economic Development or Education
- Access to a vehicle and a valid Ontario drivers' license
- A background in agriculture or food would be preferred

Salary to commensurate with experience. The successful candidate would work from Sault Ste. Marie Innovation Centre's office at 99 Foster Dr., Level Six, Sault Ste. Marie, ON. Some travel is required within the Algoma District.

Interested candidates should submit a cover letter and resume by December 15, 2017 to:

careers@ssmic.com

OR

Sault Ste. Marie Innovation Centre
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