



Conservation
LEARNING CENTRE

Assistant Manager

The Conservation Learning Centre (CLC) is an Agri-ARM site located 18 km south of Prince Albert, Saskatchewan. The CLC promotes profitable and sustainable agriculture through research and technology transfer activities that are of interest to local producers. We also offer a school program to students providing quality learning through hands on activities at the farm. The CLC is looking to hire an Assistant Manager, who will work closely with the General Manager with all day-to-day operations. This position is anticipated to begin winter 2023.

Duties and Responsibilities:

- Project Development and Coordination
 - Identify and develop new research projects
 - Proposal writing to obtain funding
 - Create and carry out protocols
 - Assist in sourcing needed inputs
 - Report writing including statistical analysis
- Field research
 - Assist with coordinating field work including seeding, treatment application, plot maintenance, data collection, harvest, sample processing, etc.
 - Aid with crop scouting, and diagnosing
 - Operate and assist in managing, calibrating and maintaining small plot equipment such as tractors, seeders, sprayers, and combine
 - Assist in record keeping of field activities
- Technology Transfer
 - Generate technology transfer materials such as reports, fact sheets, articles, papers, posters and presentations
 - Represent the CLC at various meetings
 - Assist with planning extension and community outreach events
- Non-Research Related
 - Maintain records of equipment, vehicles, grain and chemical inventory
 - Create and implement safe operating procedures
 - Supervise seasonal staff
 - Train seasonal staff in the safe use of equipment
 - Assist with community outreach activities

Required Skills/Experience:

- Punctual, reliable and able to work outdoors from May-October
- A high level of attention to detail resulting in consistent outcomes
- Proven problem solving and critical thinking abilities in team and individual settings
- Exceptional communication and organizational skills
- Proficient in Microsoft Word, Excel and PowerPoint.
- A valid class 5 driver's license
- Legal resident of Canada



- Field research experience with the ability to operate small plot equipment
- Completion of an agricultural or natural sciences program in University or College

Salary and Working Conditions:

This position will require the employee to work on site from May-October. Permanent employees have the ability to work from home during November-April, with more flexible hours. Expected starting salary is \$27.50 /hr and will be based on education and experience.

Please submit a cover letter and resume to info@conservationlearningcentre.com