



## **Community Outreach Coordinator**

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. Since 1994, the CLC has offered a school program to students providing quality learning through hands on activities at the farm. Our current community outreach activities include our school program, nature trail, farmers market, and agricultural extension events such as our annual field day and winter speaker events. New for 2023, we will be introducing a community high tunnel. The CLC is searching for a community outreach coordinator to maintain all community outreach activities. You will represent the organization and work with the management team to develop and implement initiatives that increase CLC visibility within the surrounding community. You need to be self-motivated when working independently, a team player, enthusiastic, and community-driven to take on this exciting new role.

### **Duties and Responsibilities:**

- Maintain an annual outreach plan
- Prepare an annual budget for community outreach activities
- Nurture new and old relationships with collaborative partners
- Prepare and conduct a fundraising plan
- Assist in organization of special events
- Lead and train staff/volunteers to assist with community outreach activities
- Oversee school program, community gardens, high tunnel and market garden
- Gardening (planting, weeding, harvest)

### **Skills/Experience:**

#### **Required:**

- Educational experience
- Punctual, reliable and able to work outdoors from May - October
- Ability to manage multiple projects
- Outgoing and engaging personality with confidence to interact face to face with donors and the public
- Proven problem solving and critical thinking abilities in team and individual settings
- Exceptional communication and organizational skills
- A valid class 5 driver's license
- Legal resident of Canada
- Knowledge and experience with social media platforms and websites
- Ability to prepare and present oral and written proposals and reports

#### **Preferred:**

- Completion of an educational, agricultural or natural sciences program in University or College
- Gardening experience

### **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 \$22 /hr and will be based on education and experience.

**Please submit a cover letter and resume to [info@conservationlearningcentre.com](mailto:info@conservationlearningcentre.com)**