

## Municipal Job Descriptions to Support Agriculture Economic Development

The following job descriptions are extracted from actual municipal job postings. These sample job descriptions may assist your municipality in developing a position to support your agricultural and food sector.

Thank you to all municipalities who shared their job descriptions. Locations and salary information have been removed for privacy considerations.

For more information, or to share your agriculture-related job description, please email:

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## Agricultural Coordinator (Permanent Full-Time)

### **Job Description:**

The municipality requires a permanent full-time Agricultural Coordinator for Economic Development Services.

### **Job Duties and Responsibilities:**

- Promote and market agriculture/agri-industry and alternative energy opportunities and sites throughout our community to new and existing entrepreneurs and investors, etc.
- Provide support to agricultural/agri-industry organizations, agencies, and committees throughout our community (e.g. federation of agriculture, chamber of commerce, growers associations)
- Assist with the promotion of new and unique agri-industry value-added products, services and businesses
- Support attraction and retention of alternative energy investment
- Support and develop education and training programs that will be of economic benefit to our municipality in cooperation with existing education and training organizations
- Assist agriculture/agri-industry businesses, organizations, etc. with applications, proposals, etc. to local, provincial and federal programs
- Network and maintain contacts with local, provincial, and federal ministries, agencies, and organizations related to agriculture/agri-industry development
- Assist in the development and annual updating of the agriculture/agri-industry components of an economic development strategy
- To carry out special projects, promotional events, etc. as management or Council may from time-to-time deem appropriate

### **Qualifications:**

- Possess a diploma or degree in a related field, with four to six years of related experience
- Possess excellent research and report writing skills and a professional communication style
- Proficiency in the use of computers, particularly Microsoft Word
- Excellent time management skills required to manage the demands of multiple, overlapping timeframes and deadlines
- Experience in leading formal projects through the application of recognized project management principles would be an asset
- A valid Ontario driver's license with a reliable motor vehicle is necessary

## Entrepreneurship – Agricultural/Rural Development Coordinator (Permanent Full-Time)

### **Job Description:**

The role of this position is to assist in developing the economy of our community. This position serves small to mid-sized businesses including young entrepreneurs, current agricultural businesses and rural municipalities by fostering entrepreneurship opportunities in the community, assisting with growth strategies.

### **Job Duties and Responsibilities:**

- Provides direction, consultative services and advice on small business and agriculture/rural issues and services to the community.

#### Community Presence and Industry Representation:

- Participate in local networking organizations and interact effectively within a variety of situations with clients.
- Participate in Ministry Business Enterprise Centre Network and other non-profit partner events', attend regional meetings, conferences and training programs.
- Initiate and maintain a contact program with local agriculture community.
- Support rural municipalities within their development initiatives, such as rural business retention and expansion strategies and initiate and co-ordinate meetings with appropriate groups/municipalities to identify projects.
- Work with agricultural/rural community to prepare proposals to secure funding/policy changes from senior government in support of specific agriculture and rural development initiatives.
- Research and maintain knowledge of agriculture business and farming sectors.
- Identify and act as a catalyst for the creation of an economic development supportive philosophy within the municipality by communicating an awareness of trends, techniques and opportunities for business growth to staff, local and external partners and community groups.
- Prepare documents, reports, spreadsheets, presentations and databases for paper and web-based publications.

#### Business Consultations and General Inquiries:

- Provide one-to-one consultations with prospective participants including preparation, recording and follow-up.
- Respond to inquiries from public and provide research assistance to clients.

- Respond to complaints against government ministries, jurisdictions and lenders.
- Provide advice during consultations and general inquiries on small business issues such as marketing, sales, financial management, business planning, operations, personnel management and the business' life cycle.
- Analyze clients' business plans to determine and communicate viability of the business, suggest revisions, troubleshoot problems and develop solutions.
- Assist clients with networking in the community through referrals, introductions, mediating, facilitating negotiations and acting as first point of contact to other community programs and services.
- Assist local farmers with business needs, primarily business plan and market development and provide advice related to financing, budgeting, marketing, technology development and commercialization.
- Keep of abreast of government legislation and funding programs for business.

#### Educational Opportunities:

- Develop, teach, organize and host a variety of seminars in partnership with various Ministry representatives or other sector specific specialists.
- Provide up-to-date, relevant information for companies interested in exporting opportunities and connect local companies and entrepreneurs with exporting opportunities, specifically outside of the United States.
- Educate companies on the value of exporting as well as better management practices to help them operate more efficiently and become more profitable.
- Provide education to local rural businesses on relevant topics.
- Educate community on national and international economic and business trends and their impact on local rural municipalities.

#### Qualifications:

- A Bachelor's Degree in Business or a combination of education and experience in a relevant discipline such as agriculture.
- 3 - 4 years of experience in a related position.
- Knowledge in developing business plans and financial analysis.
- Well-developed research and analytical skills
- Effective facilitation, marketing and presentation skills for diverse groups
- Experience in working with the agricultural industry
- Knowledge and experience in working with government funding programs
- Strong knowledge of Federal, Provincial and Municipal statues, by-laws and regulations governing business activities.
- A valid Ontario driver's license and use of a vehicle.

## Agricultural Development Officer (Permanent Full-Time)

### **Job Description:**

Under the direction of the Director of Economic Development, this position enhances and maintains the economic well-being of the agriculture and food sector in our municipality. This position acts as a liaison between the municipality and these communities, groups and individuals on matters of mutual interest. Agriculture and food businesses will be able to start up, expand, diversify or maintain their businesses facing fewer challenges than without support. Efforts should create successful businesses that will in turn generate wealth that will benefit the municipality, other local businesses and employ people in agriculture and related businesses.

### **Job Duties and Responsibilities:**

- Provide a leadership role in the development and implementation of information, marketing and educational programs and services to assist in the development and expansion of the agriculture sector
- Develop necessary partnerships and linkages with organizations, businesses, different levels of government and individuals to ensure the successful implementation of programs
- Identify trends and opportunities; provides input to develop and manage policies related to agricultural issues
- Plan and/or participate in various meetings including to advise and communicate with the Agricultural Development Advisory Board and other agricultural associations on issues related to agriculture industry
- Plan and attend various agricultural functions as a representative of the municipality and provide public speaking and presentations as required e.g. agricultural fairs, seminars, workshops, exhibitions, trade shows
- Prepare proposals to obtain funding from the senior levels of Government or other appropriate sources on program initiatives and issues
- Prepare reports on agricultural issues for Council
- Utilize Social Media, such as Twitter, Facebook, blogging, etc., to promote business in the municipality within the agriculture and agri-business community
- Prepare press releases and respond to press inquiries on a variety of issues related to agricultural
- Coordinate of rental of municipally-owned farm land
- Provide guidance to temporary and special project staff as assigned
- Perform other related duties as assigned

**Qualifications:**

- Post-secondary degree in Agriculture, Business, Sciences, Marketing or a related field
- Minimum 4 years of agriculture-related progressive experience, preferably in a municipal environment
- Enrollment in Economic Developers Association of Canada (EDAC) an asset
- Experience with proposal development, application writing and superb presentation skills
- Excellent oral and written communication
- Effectively work in a highly confidential atmosphere
- Demonstrated skills to be innovative and creative
- Well-developed interpersonal skills and ability to build positive relationships within the community and to motivate volunteers and public sector partners
- Strong analytical, organizational and problem-solving skills with ability to prioritize work-load and to adapt readily to change in priorities and business conditions
- Demonstrated ability to work with minimal supervision in a highly-visible team environment
- Dedication to a high degree of customer service
- Political acuity is essential
- Demonstrated proficiency in Microsoft Office, the internet and any other related software
- Possess and maintain a valid Ontario Class “G” Driver’s License

## Program Coordinator - Agriculture & Rural (Permanent Full-Time)

### **Job Duties and Responsibilities:**

- Assist in the development and implementation of programming and other related economic development initiatives with a focus on strengthening the agricultural economy
- Coordinate the development and distribution of the Agriculture and Rural marketing and promotional collateral (brochures, publications, newsletters)
- Coordinate/undertake research; compile, track and maintain information systems
- Develop strategic networks through community outreach to advance the Agriculture and Rural Division's initiatives and educate stakeholders
- Monitor expenditures and invoices for payment
- Track and respond to inquiries from real estate brokers, investors, local businesses, industry, community groups and the general public
- Develop and maintain departmental databases including the business directories and contact management system
- Complete economic and key sector information and trends
- Work closely with Agricultural stakeholders and groups, as well as represent the Region at various conferences, tradeshow, events and/or meetings, as required
- Coordinate special projects that support the Agriculture and Rural Division's work plan and programs in the annual business plan, including assisting with the implementation of the municipality's Agricultural Strategy

### **Qualifications:**

- Post-secondary diploma in Business, Economics, Tourism or equivalent
- Previous experience in the communications and economic development and/or planning fields and working with businesses and rural communities
- Knowledge of applicable legislation and Regional Policies and Procedures (i.e. Purchasing By-law and procedures, VIP Protocols)
- Proven proficiency with various computer software applications, including Microsoft Office (Word, Excel, PowerPoint), web technologies and desktop publishing
- Excellent interpersonal, verbal, written communication and customer service skills
- Strong analytical, research, problem solving skills with attention to detail
- Sound project management, time management and presentation skills, with the ability to multi-task
- A valid Class 'G' Ontario driver's licence and access to a vehicle

## Regional Agriculture Coordinator (2-Year Contract, Full-Time)

### **Job Description:**

Under the direction of the CAO, the Agriculture Coordinator is responsible for supporting and advancing the Agriculture Sector in our municipality. Work will include outreach to Agriculture stakeholders and producers, research and consultation, possessing technical expertise, providing information to the public, report writing and marketing. It is vital that the Coordinator can demonstrate a pragmatic and proactive approach to building relationships with the agriculture community, delivering technical expertise and liaise with producers and all levels of government as appropriate. The Coordinator will facilitate the identification and implementation of appropriate strategies to increase the capacity of the agriculture sector across the region.

### **Job Duties and Responsibilities:**

- Create and strengthen relationships with Agriculture stakeholders and producers.
- Empower groups to complete current or new initiatives.
- Leverage opportunities and support their activity.
- Liaise between Agriculture stakeholders and all levels of Government.
- Ensure Agriculture related plans/reports are up to date (e.g. Regional Agriculture Plan).
- Complete marketing and branding initiatives pertaining to Agriculture.
- Provide guidance on food security issues and opportunities in the region.
- Organize training and workshops for producers and Agriculture sector.
- Coordinate Regional Agriculture Forums.
- Conduct research and compile information relating to Agriculture issues and opportunities.
- Through stakeholder consultation and research, identify initiatives that will strengthen the sector (Research facility).
- Connect Producers to resources that increase their knowledge.
- Provide expertise and process referrals for crown land related to Agriculture.
- Coordinate livestock evacuations in the event of an emergency.
- Create presentations for the Agriculture Committee Chair or Directors.
- Liaise between Ag community and pipeline building contractors during the development process.
- Other duties as required.



### **Qualifications:**

- Post-secondary education in agriculture, planning, economic development, or related field of study is preferred.
- Minimum five years demonstrable experience related to the position.
- Practical working knowledge of Agriculture industry.
- Excellent communication skills, both oral and written.
- Proactive approach to dealing with concerns raised by the agriculture community and conflict resolution.
- Passion and concern for agriculture and the region as well as knowledge and understanding of individual communities.
- Thoroughness and persistence in follow up.
- The ability to effectively present information verbally and in writing, and to respond to questions from staff, government officials, agriculture groups and the public.
- Good business English, spelling and punctuation.
- Excellent Computer Skills, including proficiencies in internet research, social media, and Microsoft Office applications.
- Strong organizational skills and the ability to successfully perform multiple time sensitive tasks.
- Ability to work individually and as part of a team.
- Valid driver's license.

## Youth Intern – Agriculture (5-Month Contract, Full-Time)

### **Job Duties and Responsibilities:**

- Plan and host a networking event for growers, restaurants, retailers and other food buyers to identify individual needs, availabilities and develop connections to foster partnerships;
- Solicit new partners for FarmFresh projects from the retail and restaurant sectors who are interested in expanding their existing market to this newer niche market;
- Investigate a local food distribution system to foster a long-term business development and expansion;
- Develop driving tours to locate FarmFresh products, linking farms, retailers & restaurants which feature local products;
- Coordinate the production and distribution of a permanent roadside directional signage program;
- Coordinate the development of radio and television promotions for FarmFresh, pending availability of matching funding;
- Other duties as assigned.

### **Qualifications:**

- Post-secondary degree or diploma in Agriculture, Agriculture Business, Marketing, Public Relations or Event/Project Management;
- Experience in marketing, planning and coordinating events;
- Possess excellent communication skills – both written and oral, including public speaking;
- Ability to take initiative and have a collaborative approach to learning and working;
- A proven ability to establish relationships;
- An interest in creating opportunities for farmers and agri-businesses in the local marketplace;
- Working knowledge of Microsoft Office, including design applications;
- Possess a Valid “G” Driver’s License for the Province of Ontario and have access to a vehicle.

## Economic Development Associate – Food System Development (1-Year Contract, Full-Time)

### **Job Description:**

Providing assistance to the Agriculture Development Officer, the Economic Development Associate – Food System Development will assist the Economic Development Department and Food Coalition to initiate and complete identified projects in support of the Food Action Plan, promoting awareness and the importance of access to healthy and locally produced foods, farmland preservation, regional food processing and food system pathways. You will help develop and implement program initiatives, project plans and materials, coordinate and facilitate community and special events.

On a day-to-day basis you will liaise and coordinate with stakeholders to encourage participation and to provide training opportunities to facilitate improvement of the food system within our municipality, preparing communication plans, agendas/minutes and attending Food Coalition meetings. You will assist with maintenance of information databases, applicable website materials and support other agriculture development activities, as assigned. To achieve this, you will be working independently and in concert with other members of the Economic Development team. Your work will promote awareness and the importance of local food systems.

### **Qualifications:**

You will be a self-motivated, detail-oriented professional. You will have completed a post-secondary diploma in Agriculture, Business, Marketing or Public Relations, or a related field. Your work experience will include group facilitation, public speaking, research/feasibility studies, marketing and promotional or event planning. Municipal government experience would be an asset.

You will have demonstrated strong skills in verbal and written communication, software and social media usage, tutoring or teaching and facilitation, and strong organizational skills, with the ability to adapt readily to changing priorities and business conditions, all with a high degree of dedication to customer service. This position requires travel throughout the municipality to attend meetings or events, which may be outside normal business hours.

## Economic Development Officer, Local Food (Permanent Full-Time)

### **Job Description:**

Reporting to the Manager of Economic Development, the primary role of the Economic Development Officer is to support the growth of the local economy and promote our community as a place to invest, work and live. This position coordinates local market information and provides business support services for the agri-food sector in the County. The Economic Development Officer coordinates economic development initiatives to achieve the objectives outlined by the Local Agri-Food Strategy.

### **Job Duties and Responsibilities**

Under the guidance of the Manager of Economic Development, the Economic Development Officer, Local Food has the following duties and responsibilities in the agri-food sector:

- Implementation of key projects within the Local Agri-Food Strategy. Conduct research for the purpose of development/sourcing information and resources for industry specific initiatives and clients/prospects by collecting, collating and analyzing data; local market conditions and implements direction targeting agriculture, farms and local food business sectors.
- Meet with business owners/senior executives/developers to present and promote the County for investment purposes and provide assistance to businesses in such areas as sourcing financing alternatives, identifying available space, facilitating business support contacts, labour force development, accessing government assistance programs, etc.
- Coordinate, promote and deliver economic development related events, prepare communication material and represent the County in media interviews.
- Promote and brand the agri-food sector.
- Develop and maintain partnerships with economic development officers and municipalities, business stakeholders, organizations, educational institutions and other levels of government to work cooperatively to build local capacity, improve employment opportunities and skills development and ensure open communication and coordination among partners.

- Undertake research and monitoring to track economic activity, trends and opportunities.
- Support initiatives that focus on business retention and expansion and the issues affecting their growth and development at the county level.
- Update website(s) with current articles and information about good news and local business success stories that could have an impact on the regional community. Maintain database(s) of business listings as required to support economic development initiatives.
- Attend trade shows, industry events/conferences, seminars and workshops as the County's representative; develop and deliver presentations on economic data and development initiatives to internal/external stakeholders, organize meetings and site tours.
- Respond to socio-economic enquiries and assist other departments and municipalities as required.
- Perform other related duties that are identified in the Economic Development Strategic Plan, or are assigned by the Manager of Economic Development.
- Ensure that Occupational Health and Safety practices are adhered to.

### **Job Duties and Responsibilities**

- Post-secondary three-year degree directly related to community economic development, business or commerce, marketing/communication, agriculture or local food/culinary systems, or two to five years' experience in the community economic development or agriculture/local food field.
- Strong oral and written communication skills and the demonstrated ability to prioritize tasks. Excellent Microsoft Office skills, statistics software beneficial. Knowledge of municipal affairs, business development, economic development as well as County socio-economic characteristics and market opportunities.
- Strong interpersonal skills combined with demonstrated project/time management, organizational, analytical, research, communication (written, oral), problem solving and public speaking.