



## **New Brunswick Ag in the Classroom Bilingual Coordinator**

This coordinator is responsible for establishing, coordinating and managing NB Ag in the Classroom Program. The Ag in the Classroom coordinator reports directly to the Agricultural Alliance of NB's (AANB) Chief Executive Officer, stakeholders, provincial departments and partners.

**Term:** 2 year contract position starting mid-May, 2021 with possibility of renewal

**Location:** New Brunswick

**Hours:** Full-time - Monday to Friday. Must have the ability to travel (when possible).

**Salary:** \$ 50,000.00

### ***SPECIFIC DUTIES/ACCOUNTABILITIES:***

- Manage the development, enhancement and delivery of all aspects of NB Ag in the Classroom
- Under guidance from the steering committee, help develop terms of reference and a strategic plan, review and research programs and initiatives in other provinces, conduct a scan of the ongoing NB initiatives, provide recommendations, and develop a communication plan and strategies
- Access funding and prepare funding proposals,
- Provide a hub for communication amongst other provincial groups and associations
- Communicate with various stakeholders to determine their needs and opportunities
- Organize and spearhead steering committee meetings,
- Implement the recommendations of the steering committee;
- Develop educational materials and volunteer training components,
- Develop pre and post student/teacher surveys,
- Work in close collaboration with Ag in the Classroom Canada and other provincial Ag in the Classroom coordinators,
- Support and maintain communications with the participating schools/teachers and other partners
- Evaluate the effectiveness of the program and recommend areas where to improve the program

### ***SKILLS AND ABILITIES***

- **Strong written and verbal communication skills in English and French are essential,**
- Highly organized, task oriented, independent worker with proven team skills,
- Ability to manage, coordinate and deliver on multiple projects and relationships,
- Great strategic and operational planning skills,
- Experienced in working with committees, public relations, planning and managing events / meetings and coordinating volunteers,
- Experience in fundraising and approaching potential sponsors,
- Experienced in working remotely,
- Strong research skills and proposal development experience
- Strong decision making, and creative with problem solving skills,
- Excellent persuader and communicator skills that include listening, written and oral,
- Proven presentation skills
- Proven information technology/computer skills including use of social media tools and Microsoft Office.
- Database and website maintenance experience will be considered an asset

To apply, please submit your resume and cover letter, saved as one document, to the Agricultural Alliance of NB by e-mail: [alliance@fermenbfarm.ca](mailto:alliance@fermenbfarm.ca) **no later than April 23<sup>rd</sup>, 2021**. Please state NB Ag in the Classroom Coordinator in the subject line. Only those selected for a screening interview will be contacted.