

ROI is Hiring!

ROI is looking for a resourceful, creative person to join our team as a **Rural Development Program Project and Events Coordinator**. This is a temporary, full-time position.

Job Title: Rural Development Program Project and Events Coordinator

Compensation: \$20/hour

Position Status: Full-time

Number of Weeks: 8 weeks

Number of Hours per Week: 37.5

Anticipated Start Date: June 25th, 2021

POSITION SUMMARY

As Rural Development Program Project and Events Coordinator you will bring your skills of event planning, project management and client relationship management to assist a small collaborative team to facilitate the delivery of rural leadership programs and engagement events. You will design and implement efficient processes for program participant management; plan fundraising and knowledge transfer events; assist with coordination and delivery of seminars, workshops, study tours and virtual webinars. You are encouraged to bring creative ideas and strategies for stakeholder relationship building and management. The successful candidate has knowledge of rural Ontario and a desire to put processes and systems in place that encourage communities of practice to meet, share and stay connected. Ag-sector knowledge, experiences in communications, Microsoft Excel and office management are desired assets.

JOB RESPONSIBILITIES:

- To assist with identification, administration and logistics of rural and ag-sector leadership training courses including to design and implement efficient processes for program participant management.
- Coordinate communication and logistics for the Advanced Agricultural Leadership Program (AALP) participants and three advisory committees (recruitment, engagement and curriculum);
- Assist in the Rural Change Makers Program and other leadership program planning/coordination for recruitment, communications and administration.
- Involvement in activities related to adult education, communications, marketing, fundraising, extension/distance education, event planning and project management.

QUALIFICATIONS AND EXPERIENCE:

- 30 years old or younger
- University degree or college diploma in Business administration, management, organization and leadership, project management, agribusiness, program management.
- Skills required include project management, Microsoft Office Suite, event planning, strong organization and communication skills, and social media communication knowledge.
- A valid Ontario driver's license.

A background or interests in topics, areas of expertise or disciplines related to ROI program areas is an asset but not a requirement. This might include for example:

- Rural community development and sustainability

- Planning/municipal governance/economic development
- Non-profit capacity building
- Organizational development & governance
- Adult education, distance learning and extension
- On-line learning
- Client relationship management tools
- Agricultural sector and food; and/or
- Leadership development.

ADDITIONAL INFORMATION

This is a full-time position and can be accomplished from a home office or remote location. A regular schedule of in office hours for coordination and team meetings is anticipated after COVID restrictions are lifted. Bi-weekly meetings will take place at the Rural Ontario Institute office north of Guelph, Ontario. Travel to the office location will not be compensated.

Please apply in confidence by email no later than **June 18th, 2021**, sending your resume and cover letter highlighting any relevant personal accomplishments or motivations that reflect your potential success in the position.

Please apply to:

Gabrielle Ferguson, Leadership Programs Director
Email: info@ruralontarioinstitute.ca

We thank all those who apply. Only those candidates selected for an interview will be contacted.