

Job Posting: Project Manager, Training and Local Food
Full-time position with benefits;
two-year contract with possibility of renewal

POSTING #: KC-2022-003

Kemptville Campus is an educational and multi-use facility serving the community of North Grenville and surrounding area. The Campus includes 630 acres and 17 main buildings, as well as woodlands, cropland, wetland, greenhouses, an agroforestry centre, maple bush, and trails. The Campus is a nonprofit subsidiary of the Municipality of North Grenville and is overseen by a Board of Directors approved by Municipal Council.

Application:

The Kemptville Campus is seeking to fill the two-year position (with possibility of renewal) of Project Manager, Training and Local Food. Interested applicants may submit a cover letter and resume outlining their qualifications in confidence to the Executive Director at **Lsutherland@kemptvillecampus.ca** by 4 p.m. on **Wednesday, May 18, 2022**.

Please quote “KC-2022-003.”

Responsibilities:

Reporting to the Executive Director (ED) and adhering to Kemptville Campus policies and procedures, the position is responsible for managing strategic projects that advance the Campus' mission. The Project Manager drives project implementation, partnerships, grant-writing, and enterprise development on three inter-related projects: the Agri-Food Youth Entrepreneurship Pilot Program, Apprenticeship training, and the Local Food project. The Project Manager plays an active role in Campus program development, relationship management, and grant writing/reporting as the former college campus transitions to a fully functional education and community centre.

Youth Agri-food Entrepreneurship Pilot Project (30%)

- Implementation of and reporting on the OMAFRA-funded pilot project to work with school boards on delivering a bilingual pilot program to teach skills in agri-food entrepreneurship for youth. This initiative (with instruction to take place from fall 2022 to summer 2023) will engage 20 youth from the Campus's four partnering school boards and the community in order to build a thriving ecosystem for agri-food entrepreneurship.

Apprenticeship programming (30%)

- Collaborating with the four school boards operating on Campus, fulfill Campus responsibilities as a TDA (Training Delivery Agent) licence holder, including grades and program reporting via the Ministry of Labour's Employment Ontario Information System and Transfer Payment Ontario system.

Local Food project (30%)

- Implementation of and reporting on the Local Food pilot project (funding application submitted) including:
 - vertical growing in the Campus greenhouse;
 - redevelopment and leasing of a Campus commercial kitchen to small local food processors; and
 - a one-acre pilot cultivation of Campus land to grow vegetables in support of food security (CSA model; first year produce to be donated to local food security organizations).

Qualifications

The position will require:

- Post-secondary degree in an area related to community economic development, adult education, business/marketing, or related (or equivalent education and training)
- Track record of successful project management in a nonprofit, educational, or small business context
- Track record of successful grant-writing and government-funded project reporting
- Five years' related work experience
- Demonstrated ability to work independently
- Strong teamwork and partnership skills
- Excellent communication skills (written and verbal) in English and French
- Valid and in good standing Class G driver's license
- A passion for developing education and training opportunities and the local food ecosystem in Eastern Ontario!

Asset qualifications:

- Knowledge of agriculture, agri-food, and/or horticulture industries in Eastern Ontario
- Familiarity with the primary/secondary and adult education/training systems in Ontario
- Facilitation and conflict resolution skills
- Experience in social enterprise start-up and/or business development

What we offer:

- Salary range of \$70,000 to \$80,000.
- Thirty-five hour work-week with three weeks' vacation.
- Extended health benefits (following three month probationary period)
- OMERS pension plan, offered through the Municipality of North Grenville – [optional for contract employees to join](#)
- Flexible working conditions, including working-from-home up to four days per week (depending on meeting schedules) and flexible hours. A laptop will be provided.
- You will be doing “office work” but also have the opportunity to spend time at our beautiful Campus, liaising with staff at the greenhouse and on the land.
- You will be part of a small but friendly and growing team (currently four staff plus two independent contractors and a dedicated team of board members) working to fulfill our Campus' mission and build a thriving education and community centre!

We thank all those who apply; however, only those applicants selected for an interview will be contacted.

Kemptville Campus is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act (AODA) and any other applicable legislation throughout all stages of the recruitment and selection process.