

Job Title: Climate Change Adaptation Coordinator

About The Opportunity

The successful applicant will be responsible for coordinating the implementation of the newly developed Climate Change Adaptation Strategies for the Nova Scotia cattle and sheep sectors. This position is part of a two-year project with the Department of Environment and Climate Change (DECC) which started in August 2023 and will involve support from DECC and collaboration with Climate Change Adaptation Coordinators in other sectors, both within and outside of agriculture. You will play an important role in multiple teams including as an ACMA team member, as the lead of sector strategy implementation team and as a member of the multi-sectoral and multi-departmental community of practitioners working to prepare organizations for climate change. As such, you will spend a lot of time working with people across a range of organizations and play an important role in a broader climate change adaptation community of practice. While you will have a structured process and tools to draw from, you will be required to customize the process and materials to suit the needs and context of your sector stakeholders.

Broad Responsibilities

Within this role, you will be responsible for, and work collaboratively in achieving the following:

- Project management and team leadership.
- Workplan development including developing and executing projects connected to the strategy.
- Seeking new funding opportunities to assist with strategy implementation.
- Developing and implementing monitoring and evaluation plans for the strategy.
- Meeting regularly with both DECC and host organization staff, as well as participating in a community of practice with other sector coordinators.
- Providing progress updates to a governance team representing strategy investors.
- General support for other sector strategy implementation and to support the host organizations mandate, as required.

Specific Tasks and Accountabilities

- Completing climate adaptation training developed by the DECC.
- Designing and facilitating interactive and engaging meetings and workshops for producers and stakeholders.
- Actively engaging with all partners to build and maintain strong sustainable multi-stakeholder teams.
- Participating in regularly scheduled peer learning and reflection meetings and events.
- Researching sector specific adaptation best practices and processes.
- Developing team workplans, workplan performance targets and executing those workplans.
- Tracking data to support monitoring and issuing quarterly evaluation reports.
- Designing and delivering presentations to investors and sector players.
- Researching funding and writing grant proposals.

Qualifications and Expertise

As the successful candidate, you will have a bachelor's degree and with a preference of at least 5 years of related work experience or an equivalent combination of training and experience. Relevant experience would clearly demonstrate your skills in coalition building, critical thinking, project management, stakeholder management in complex environments, group facilitation, and excellent written and verbal communication. Demonstrated knowledge of and interest in climate change adaptation and agriculture is required (and experience preferred).

Knowledge of either the sheep or beef industries in Nova Scotia would be an asset and general knowledge of sheep and/or beef production would be beneficial. The ability to engage with producers, on farm and through workshops, will be paramount to the success of this project. The ability to travel to remote areas of the province will be required.

To excel within this role, you must be imaginative, dedicated, self-directed and organized with a proven track record of working both independently and collaboratively with a team as well as experience building, empowering and leading diverse multi-disciplinary groups. You have used data, theory and best practice to identify creative, practical and defensible approaches to overcoming challenges and are able to recognize and articulate appropriate approaches to policy issues. You must show that you can consider different viewpoints and can manage competing perspectives diplomatically as you will be expected to forge strong relationships of trust and collaboration between partners and meaningfully bring them together in a shared activity. Though it is not a requirement, you are encouraged to identify any experience you have had in grant writing, survey design and analysis, monitoring and evaluation, educational training, experiential learning and more immersive, arts-based forms of engagement. We also encourage you to identify additional skills not listed which would be assets in this role.

Other Considerations

Travel: This position may require travel across the province. You must either have a driver's license or a reliable alternative form of transportation.

Pay: Salary range \$50,000 – 52,000 annually, commensurate with experience.

Term: This is a two-year project spanning August 2023 – August 2025

Application Closing Date: June 7, 2024, at 4:30 pm

Expected start date: July 2, 2024

Expected completion date: August 2025

Contact:

We thank all those who apply however, only those candidates selected for an interview will be contacted. No phone calls, please. Successful candidates must have legal authorization to work in Canada. Qualified applicants should submit their cover letter, resume, and a sample of writing to director@agricommodity.ca or by mail:

Agri-Commodity Management Association
7 Atlantic Central Drive
East Mountain, NS
B6L 2Z2

Employment Equity: ACMA is an equal opportunity employer, and our goal is to be a diverse workforce that is representative of Nova Scotia's population. We welcome applications from Aboriginal People, African Nova Scotians and other racially visible persons, persons with disabilities, and women in occupations or positions where they are under-represented. If you are a member of one or more of these groups, you are encouraged to self-identify on your application.

About ACMA

The **Agri-Commodity Management Association (ACMA)** is a not-for-profit organization which provides efficient and effective administrative and professional support to the agricultural community in Atlantic Canada. ACMA provides administrative services to several agricultural and rural organizations as well as administers programs directly to farmers across Canada. This position is based in East Mountain, and you will work under the guidance of Executive Director.

