



# Workforce Development Coordinator

## Organizational Overview

The Nova Scotia Federation of Agriculture (NSFA) is currently seeking a Workforce Development Coordinator to join its team. The NSFA represents the interests of Nova Scotia's farms and farmers. Today its members account for well over 90% of all agricultural production in Nova Scotia and brings together more than 1,800 individual farm businesses. The NSFA tackles policy issues that impact the prosperous and sustainable nature of the industry and takes an active role in supporting registered farms through delivery of programs and services.

The Nova Scotia agriculture industry employs over 6,500 people and yet still has over 250 unfilled jobs. This vacancy leads to an estimated \$33million in lost sales. Nova Scotia also has one of the lowest voluntary turnover rates in the country, which means we are retaining a significant portion of our workforce. However, we expect 43% of the agriculture workforce to retire by 2029. The AgSector Program supports the industry through three main pillars: human resources, attraction and retention along with capacity building. All to ensure a prosperous and sustainable agriculture industry for generations to come.

The Workforce Development Coordinator will be part of a dedicated team supporting the farm community, providing them with the resources they need to succeed, while advocating in their best interest. Working in a position that will support farms in becoming responsible employers of choice and working to support a skilled workforce.

The Workforce Development Coordinator (WDC) is responsible for developing and facilitating industry focused strategies that attract, retain and develop workers to meet the needs of the industry. The WDC will work with community partners to raise awareness of career and job opportunities, identify skill and training requirements of the industry, provide training to current and potential workers, and increase collaboration and coordination of workforce development efforts. The WDC must ensure effective labour market information (LMI) systems are in place to understand current supply and demand needs of the industry. The WDC will also work closely with farm employers and owners to ensure an understanding of leading human resource practices and labour legislation to support the attraction and retention of workers. The WDC will actively promote the industry to new entrants.

We are looking for an individual that is passionate about the agriculture industry and is interested in supporting farmers and the industry in addressing its labour and capacity shortage. The ideal candidate will be a team player with the ability to take initiative! The NSFA prides itself in providing a passionate work environment and is a tight-knit supportive group encouraging collaboration and sharing of ideas.

## Key Duties & Responsibilities

Reporting to the Director of Outreach & Member Relations, the Workforce Development Coordinator will be responsible for:

- Supporting the planning and coordination of the workforce development activities, including submissions of project plans and budgets to the Director of Outreach & Member Relations



- Monitoring and reporting on project budgets and deliverables
- Keeping updated program records and evaluations and creating reports or proposals
- Coordinating workforce development strategies and developing partnerships to increase collaboration and coordination of workforce developments efforts
- Identifying and coordinating employment and workforce development program opportunities (e.g. Farm Tech Apprenticeship, Agri-Food Immigration Pilot, WIPSI)
- Identifying and coordinating the delivery of training and learning opportunities for both farm employers and employees
- Coordinating labour market information systems and industry engagement to ensure accurate and timely information
- Coordinating the development and delivery of tools, resources and best practices to be used by farm employers and employees
- Coordinating the promotion of agriculture as a career and ensure new entrants and new workers have access to the required skills and training
- Creating presentations, promotional materials and reports for industry and stakeholders
- Contributing to communications through newsletters, social media and websites
- Developing and maintaining relationships with key partners and stakeholders
- Attending and/or representing the organization at industry events

### Skills & Qualifications

- Knowledge of Nova Scotia agriculture, small-medium sized rural businesses and/or the Nova Scotia workforce
- Experience in program delivery, workforce development, industry capacity building and/or human resources
- Proven experience in development of partnerships and collaborations
- Strong communication and presentation skills, both verbal and written
- Strong interpersonal skills
- Strong project management skills
- Team-oriented but able to work independently
- Proficient in O365 and Adobe programs
- A degree or diploma in a relevant field of study
- Must have valid Nova Scotia driver's license and access to a vehicle

### Employment Terms

Compensation will align with experience and includes a competitive benefits package.

35hrs/week; some outside of regular business hours and/or out of the office work will be required (e.g. events, workshops)

This position will start immediately and is a renewable term position, pending funding, currently confirmed to March 31, 2022. Only successful applicants will be contacted for an interview.

Please submit cover letter and resume to [hr@nsfa-fane.ca](mailto:hr@nsfa-fane.ca) (7 Atlantic Central Drive, East Mountain)

This position will remain open until a suitable candidate is identified. No applications will be reviewed prior to May 3, 2021.