



JOB POSTING (CONTRACT POSITION)

Position title: Workshop Facilitator / Outreach Specialist (18-month contract, part time, hours variable and project based)

Overview of Animal Health Emergency Management (AHEM) Project

AHEM is a four-year (2019-2023) Agriculture and Agri-Food Canada AgriAssurance funded project focused on minimizing serious animal disease impact through enhanced industry awareness, capacity, and confidence. The AHEM project team is charged with delivering on these three key areas and works closely with the industry to develop the resources necessary to minimize the impacts of serious livestock diseases now and into the future. Our objective is to build a legacy of resources that will enhance the emergency management capabilities of Canada's livestock industry, for both a continually evolving disease landscape and adverse events.

DETAILS OF POSITION

Reports to: AHEM Project Managers

Location: Virtual, anywhere in Canada, high-speed internet connectivity required

Job Overview

We are looking for a Workshop Facilitator / Outreach Specialist to join our AHEM team. This individual must be able to work virtually with the livestock industry staff and producers. The successful candidate will be charismatic and have a passion for the livestock industry. In addition to excellent presentation skills, this person should also have a knack for engaging audiences and advancing animal health emergency management initiatives.

The AHEM Workshop Facilitator / Outreach Specialist tasks and responsibilities:

1. Plan, coordinate, facilitate, and evaluate the success of regularly scheduled meetings (face-to-face meetings, virtual, and hybrid meetings).
2. Be available and willing to travel to communities across Canada when in-person meetings resume.
3. Foster an engaging meeting environment where all participants feel valued and supported, enabling them to share their comments, questions and concerns and offer feedback on select topics.
4. Develop presentations, materials and resources that strengthen, support, and promote project initiatives and deliverables for an agriculture-based audience. Ensure materials are professionally presented, accurate and audience appropriate.
5. Contribute to an environment where industry feels they have been provided with a deepened understanding, improved knowledge base and practical skills that will contribute to enhanced animal health emergency management.

6. Contribute to project sustainability and effectiveness by encouraging dialogue, lasting networks, and ongoing connections through virtual and in-person opportunities that bring people together.
7. Prepare content and draft communications to support AHEM social media and web presence.
8. Active involvement in team meetings and timely provision of records including an industry contributions log.

Educational Requirements

- Relevant degree in communications, agriculture, or business an asset
- Project management professional designation and / or facilitation certification an asset

Skills and Experience

- Experience facilitating diverse groups in face-to-face meetings, virtual, and hybrid meetings, and designing solutions to create inclusive and engaging meetings and industry feedback sessions.
- Advanced experience working with a variety of online platforms including Zoom, MS Teams.
- Various communications platforms, knowledge translation
- Interdisciplinary, collaborative approaches to problem solving
- Computer programs skills – Microsoft Office (PowerPoint, Word, Excel, Office 365) and Adobe
- Outstanding organizational and time management skills
- Excellent verbal and written communications skills – English essential, French asset
- Discretion and confidentiality
- Strong understanding of the Canadian livestock industry is an asset

Compensation

Contract position (18 month, approximately 20-30 hours per week contract) at a rate based on skills and experience. The selected candidate must provide work-related materials, high-speed internet connectivity, supplies and equipment required to perform the work and be based at a home office.

Anticipated Start Date:	2021-10-01
Contract length:	18 months
Part-time hours:	20-30 hours per week
Application Deadline:	2021-09-10
Job Types:	Contract
Benefits:	Flexible schedule
Schedule:	Monday to Friday
Work remotely:	Yes

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