



JOB POSTING

Position Title: Transition Coordinator

Employer: ACORN

Location: 43 Main St., Suite D, Sackville, NB

Position Type: Part-time contract position (possible renewal dependent on funding)

Remuneration: \$18/hr (contractor must issue invoices)

Hours: Approximately 20hrs/week, with some evening/weekend and travel required, as needed.

There is a possibility that more hours could be added, if funding received.

Posting Date: June 1, 2010

Closing Date: June 15, 2010

Contract Dates: July 12, 2010 – March 31, 2011

Position Summary: ACORN is seeking an out-going, motivated individual to provide outreach and information to farmers and new entrants interested, or considering, certified organic certification. This position will work closely with the Executive Director and Organic Transition Specialist to develop a strategy for outreach, materials to support growers, and ensure the execution of the strategy. This position is funded through the NRC-IRAP program.

About ACORN: ACORN is a non-profit membership-based organization that works to promote and grow the organic agriculture sector in Atlantic Canada.

Key Responsibilities

- Respond to phone and email questions on organic production (Note: all agronomy questions will be referred to the Organic Specialist)
- Work with the Organic Specialist and ED to develop transition strategy
- Promote broad awareness of organic transition program in region
- Work closely with Organic Specialist in generating new resources and updating existing documents
- Create new print and web resources
- Update the Allowable Inputs Directory (<http://acornorganic.org/acorn/index.html>)
- Update website and other web media with key information/resources
- Create workshop curriculum, including slide shows and speaking notes
- Develop and promote kitchen table meetings in Atlantic Canada

- Present workshops and lead kitchen table meetings
- Develop information package for users of the organic transition program
- Organize farm visits/travel for the Organic Specialist as required
- Follow-up with users of the organic transition program services
- Document activities and program results for funder metrics (NRC)

Skills and Abilities

- Knowledge of, and comfort working with, the Canada Organic Standards and Permitted Substances List
- Agricultural experience with organic and non-organic production systems
- Experience with organic audit trail/record-keeping a strong asset
- Strong computer proficiency including word processing, database management, internet applications, web updating, social media applications etc.
- Excellent written communication and formatting skills
- Comfortable with on-line and telephone communications
- Comfort with public speaking and workshop development
- Highly organized and ability to manage multiple projects
- Takes initiative
- Educational/teaching experience is an asset
- Bilingual (French/English) an asset
- Driver's license and access to a reliable vehicle

Email resume and cover letter in a single document (Word or PDF) to:

admin@acornorganic.org

Attn: Beth McMahan, ACORN

We thank all applicants for your interest, but only candidates selected for an interview will be contacted. Those selected for an interview will be asked to provide a writing sample and three professional references.