

Job Posting - Climate Action Specialist
Deadline to apply: April 19, 2022

Position Summary:

The Prince Edward Island Federation of Agriculture (PEIFA) is the province's largest general farm organization, representing sixteen agricultural commodity groups and the Island's three counties. The PEIFA is undertaking a multi-year effort to develop and fund action that will reduce the greenhouse gas emissions from Prince Edward Island agriculture and increase the adaptive capacity and resilience of the industry. To successfully achieve these objectives, the organization will build a dynamic team of professionals with diverse skill sets and backgrounds. Climate action specialists will be mission-driven and client-focused, combining data science with collaborative stakeholder engagement to achieve their objectives.

Duties:

- Work with Prince Edward Island farmers to design and implement impactful GHG reduction projects on-farm and throughout the industry
- Catalogue and review project proposals from farmers for eligibility, providing feedback to applicants and recommendations to the program's selection committee
- Collect, manage, and analyse quantitative and qualitative data products for project reporting, project development, resilience tracking, and strategic planning
- Develop, review, release, and promote program technical and promotional information, application forms, and funding contracts
- Attend producer association and commodity meetings to promote the program and answer general technical questions about beneficial agriculture management practices
- Manage program budgets and authorize project payments
- Prepare financial information including budget forecasts, status on performance indicators, final claims, and supporting documentation.
- Prepare reports to communicate progress to funders, to disseminate information to stakeholders, and to document project outcomes in practical and technical formats
- Review best practices, programs, and policies from other jurisdictions for climate action in agriculture and maintain a current understanding and expertise of concepts and approaches
- Research and draft policy recommendations and white papers on relevant topics
- Develop new projects, proposals, and pursue partnerships in an effort to build the PEIFA climate action program

Preferred Qualifications:

- Graduate degree in a relevant topic, or Bachelor's degree with exceptional practical experience including some experience in program management
- An understanding of the Prince Edward Island agriculture industry and related climate goals
- A general technical knowledge of beneficial management practices for climate in agriculture
- Computer skills including word processing and database management; Adobe, ArcGIS, R, Python, and other advanced data analysis skills will be very beneficial
- Knowledge of program design and management including performance management criteria and standards, reporting mechanisms, and feedback tools
- Prior experience in stakeholder engagement including all levels of Canadian and First Nations governments, industry, academia, and non-governmental organizations
- Knowledge of greenhouse gases, including an understanding of usage data, emissions factors, and global warming potential
- Experience identifying and evaluating climate impacts and appropriate adaptive actions, preferably in a coastal, temperate region
- Experience organizing and executing meetings, public events, and outreach strategies
- Exceptional communication skills with a proven ability to present technical concepts to large and small groups; and to document, organize, and analyze qualitative feedback.
- Experience applying for and managing funding from provincial, federal, and other sources
- Valid driver's license
- Willing and able to work in Prince Edward Island

Details:

- The deadline to apply is 4:00PM ADT on April 19, 2022.
- The position will begin with a probationary period, and will last for a minimum of 24 months.
- The salary is commensurate with experience.
- Multiple candidates may be selected, and candidates that satisfy some but not all qualifications are encouraged to apply.

To apply, please submit a current CV and cover letter to PEIFA's Executive Director Donald Killorn: info (at) peifa.ca