**Prince Edward Island Potato Board**

**Seed Specialist**

The Prince Edward Island Potato Board represents Island potato growers, working together to ensure long-term profitability and sustainability through marketing, advocacy, negotiations, and activities to support quality potato production. Prince Edward Island potato farms grow one-quarter of Canada’s potatoes, inject more than 1.3 billion dollars into the Island economy, and employ approximately eight percent of the Island’s workforce.

PEI Potato Board is looking for a person who is passionate about the sustainable success of farmers and food production to join their enthusiastic team in the position of **Seed Specialist**. With direction from General Manager and the Seed / Farm Committee, the Seed Specialist is accountable for ensuring a viable seed potato industry. This position is also accountable for the Fox Island Elite Seed Farm, where seed originates that is used to plant up to 40% of the Island’s commercial potato acreage.

**Responsibilities:**

* Coordinator of PEI Potato Board Seed/Farm Committee
* Work with the Seed/Farm Committee to plan PEI seed initiatives for the year, including production and promotional activities
* Represent PEI Potato Board at expos, conferences, and national meetings
* Work with PEI Department of Agriculture staff to organize and carry out the annual Aphid Alert Program
* Participate as a Director on the Board of the Potato Quality Institute
* Communicate information on new varieties, seed production information and seed availability and prices to potato growers based on requests
* Attend appropriate industry meetings, seminars, and conferences
* Assist with export-related activities
* Liaison with federal and provincial governments on regulatory issues pertaining to seed potato production
* Accountable for all activities associated with the efficient and effective operation of the Fox Island Elite Seed Farm
  + Including, but not limited to, budget planning, human resources, seed sales, etc.
  + Work closely with Farm and Lab managers on production plans for the screenhouse and field.
  + Follow up with seed buyers on quality of seed received.
  + Work with the Seed/Farm Committee on planning and setting policy for the Fox Island Farm and evaluation of farm activities
* Organize appropriate training needs as the season requires – general seed grower meetings, roguing clinics, biosecurity workshops, etc.
* Assist with the publication of the *Prince Edward Island Potato News*
* *Other duties as required.*

**Qualifications:**

* Post-secondary degree, preferably in agriculture
* Experience in potato production (preferably seed production)
* Eligible for a PEI Professional Agrologist designation
* Strong leadership skills in management and/or supervision
* Knowledge of the factors of potato production
* Proficient with Microsoft Office, including Microsoft Word and Excel
* Excellent verbal and written communication skills
* Strong organizational and multitasking abilities
* Ability to work independently but also with a team
* Attention to detail, task-oriented and works well with tight deadlines
* Capability to occasionally travel to represent PEI Potato Board at different meetings and conferences nationally and internationally

This position with the PEI Potato Board will provide an hourly wage between $30 – $40 or, based on qualification based on a 37.5-hour work week. A competitive benefits package is also included after the completion of the probation period.

Applications will be received via [Indeed](https://ca.indeed.com/job/seed-specialist-563bfb5538ec7d58) **[only](https://ca.indeed.com/job/seed-specialist-563bfb5538ec7d58)**. Drop-ins and phone calls will not be accepted.

Resumes and cover letters will be accepted until 4:00 pm on Friday, April 7, 2023.

Inquiries can be made in confidence to Jacqui at [recruit@resolveHR.ca](mailto:recruit@resolveHR.ca) with “Seed Specialist – PEI Potato Board” in the subject line.

The PEI Potato Board intends to onboard the successful candidate for this position as soon as possible.

*As an employer that values diversity in its workforce, we encourage all interested candidates to apply. We thank all applicants for their interest; however, only those selected for an interview will be contacted.*