

Title: Environmental Farm Plan (EFP) Coordinator

Terms of Employment: Full-time; 35h/week

Salary: Salary level based on qualifications and experience.

Anticipated Start Date: October 2026 until March, 2028 with possibility of renewal.

Description: Working closely with the EFP team, the successful candidate will be responsible for various tasks, which may include, but not limited to:

- Contact agricultural producers about the Environment Farm Plan program by phone and email;
- Working one-on-one with farmers to develop plans and find environmentally based solutions for each farm. Can be done virtually or in-person;
- Manage daily & monthly scheduling of farmer meetings and workshops;
- Ensure internal databases are kept up to date;
- Report on program targets and actuals;
- Work closely with the program's 3rd party reviewers, Collège communautaire du N.-B, to assist with the certification process;
- Help develop program funding applications to ensure the continuation of the EFP in New Brunswick;
- Promote the Environmental Farm Plan and Beneficial Management Practices within the agricultural sector;
- Look for opportunities to further develop the Environmental Farm Plan in New Brunswick and strengthen partnerships with other EFP programs across Canada.
- In consultation with other specialists, revise the content of NB EFP to keep up with the evolution of agricultural practices and environmental concerns.
- Ensure the EFP remains a pro-active and interactive tool
- Facilitate the EFP in a manner which keeps users engaged
- Interact with environmental NGO's and government agencies on behalf of the farming community
- Determine programming modifications for beneficial use of EFP tool

Location: Work from home with occasional travel.

Skill Requirements:

- **Education:** University Degree in agrology, environmental agriculture or relevant fields.
- **Experience:** At least 2 years experience in an agrologist position or have a B.Sc. in Agriculture or related professional and practical experience.
- **Language:** Fluency in English and French (speaking and writing) - **Required & must be on resume**
- **Transportation:** Ability to travel within New Brunswick.
- a) **Essential Skills:** Proficiency in Microsoft Office Suite (including Access) and database experience is essential, knowledge on key environmental issues of the agricultural sector, work well independently and possess superior communication skills. This position requires a highly motivated and a self-starter individual.
- b) Membership, or eligibility for membership, in the New Brunswick Institute of Agrologists
- c) Knowledge of New Brunswick's agriculture sector
- d) Knowledge of agri-environmental concerns, mitigation methods and enhancement potential

How to Apply: Interested candidates can apply by forwarding a cover letter and their resume by email: efp-pfe@fermenbfarm.ca. Only qualified applicants will be contacted.