



Northern Ontario Farm Innovation Alliance

Project Coordinator Job Description

Overview:

The Northern Ontario Farm Innovation Alliance is a non-profit organization working to advance agriculture across Northern Ontario through applied agricultural innovation and research. NOFIA was established in 2014 and works with industry stakeholders, academia, and all levels of government to accomplish its goals.

The Project Coordinator develops and implements projects programs as directed by the Executive Director, and works within the values, goals, and objectives of the organization. The Project Coordinator:

Operations:

- Manages the effective and efficient operation of NOFIA projects.
- Ensures effective and positive engagement with industry, government, funders and partners to ensure collaborative projects are successful.
- Develops and executes research projects from application stage to final reporting according to guidelines and parameters as approved by the Executive Director.
- Analyzes research results and measures program impacts, tracking key performance measures and program deliverables to analyze project success.
- Participates actively and contributes regularly to weekly team meetings.
- Contributes to the continued improvement of project-related processes.
- Provides support to the Executive Director as required.

Financial Management:

- Manages financials within projects according to funding agency specifications and as approved by the Executive Director.
- Explores opportunities for project-specific financial support, including those that will positively impact NOFIA's finances.

Communications:

- Drafts research results documents according to funding agency specifications for frequency and scope.
- Assists with effective engagement with industry, government, funders and partners to ensure collaborative programs are successful.
- Attends producer meetings, farm tours, and other events to represent and promote NOFIA as necessary.
- Coordinates with NOFIA's Communications & Events Coordinator to disseminate project information through various channels as needed, to be approved by the Executive Director prior to release.

Qualifications & Competencies:

- Ethical and professional behaviour that aligns with NOFIA's core values and code of conduct.
- Strong proficiency with the Microsoft 365 suite, specifically Excel and SharePoint.
- Strong data management and analysis skills.
- Excellent organizational and time management skills.
- Exceptional customer service skills, focussing on quality and positive experiences.
- Ability to work independently and as a part of a team.
- Strong written and verbal communication skills.

- Bilingualism and knowledge of the agricultural industry in Northern Ontario are considered assets but not required.

The Project Coordinator reports to the Executive Director. A Class G driving license and flexibility to travel occasionally, working some evenings and weekends, is required. **Deadline to apply is September 18, 2026.**

Position Type: full-time, contract (35 hours per week)

Location: In-person (New Liskeard), remote in Northern Ontario may be considered for the right candidate.

Starting date: Negotiable

Salary: Negotiable depending on experience

Applications can be submitted to:

Emily Seed, Executive Director

emily.nofia@gmail.com

705-647-4782