



Program Manager, (18 month Term) Winnipeg, Manitoba

Benefits of the organization

- Fully paid Health & Dental
- Paid time off at Christmas
- RRSP Match
- Paid parking/ Transit pass/Bus Tickets

About Canola Council

The Canola Council is the first industry association in Canada to encompass all links in the value chain. Members include canola growers, life science companies, grain handling companies, exporters, and processors, as well as food and feed manufacturers. All sit down at the same table to address shared challenges and develop a common platform for growth.

The Canola Council's mission is to advance the growth and profitability of the canola industry based on innovation, **sustainability**, resilience and the creation of superior value for a healthier world.

We are also committed to providing equal employment opportunities to all and encourage applicants to identify your employment equity status in your cover letter. The information you voluntarily disclose will be kept confidential and used solely for the purpose of increasing workforce diversity.

How to Apply

Please apply online at www.jobs.peoplefirsthr.com or by emailing your resume (in MS WORD format) in confidence to Erika Recksiedler erecksiedler@peoplefirsthr.com

We thank all applicants for their interest; however, only those selected will be contacted for an interview.

The Canola Council of Canada (CCC) has partnered with People First HR Services, in a search for a Program Manager. The Program Manager will primarily be responsible for the day-to-day coordination of Canola 4R Advantage - a new program offering incentives to help growers initiate or advance 4R Nutrient Stewardship on canola acres.

The Program Manager will report directly to the Director, Corporate Programs, and work in close collaboration with the Senior Management Team and Canola Council staff. This position will also manage external service providers as needed on specific initiatives.

As the Program Manager, you will:

- Manage day-to-day execution of Canola 4R Advantage grower intake & participation.
- Coordinate delivery of the application & claims process through a digital platform and associated processes, ensuring that it meets requirements for internal and external stakeholders.
- Oversee external contractors performing program work as per the approved scope of work to ensure the timeliness, completion, and quality of deliverables.
- Support CCC in ensuring proper administration of Canola 4R Advantage, in compliance with all program guidelines, internal processes, and accurate record-keeping.
- Support the administration of grower applications, including review and approval of applications and claims.
- Analyze program data and statistics to support reporting, program administration and decision making.
- Prepare workplan progress and performance reports for CCC, AAFC and stakeholders as required.
- Assist coordination and delivery of knowledge transfer activities and agronomist training activities under OFCAF, as needed. Support communications to growers and agronomists regarding program eligibility criteria, processes and claim/reporting requirements.
- Coordinate with CCC staff to achieve program outcomes through workplan activities and ensure compliance with timelines and reporting requirements.
- Liaise with other OFCAF delivery agents and external stakeholders

You and Your Experience:

- A post-secondary education in administration, business, agriculture, or related field.
- Strong organizational skills, with the ability to manage, organize and coordinate multiple tasks and projects
- Attention to detail, with an ability to interpret rules and guidelines and apply them appropriately to various situations
- Tech savvy - quick to learn new programs and processes
- Advanced Excel skills and experience analyzing data & statistics is desired
- Creativity and problem-solving skills; flexibility to adapt to changing requirements and figure out new processes
- Team player with a collaborative approach; ability to work across different team functions is essential.
- Excellent communication and interpersonal skills, to provide support, answer questions and resolve issues efficiently
- Ability to demonstrate initiative and sound judgment
- Professionalism, confidentiality, and maturity essential
- Knowledge of agriculture and/or the canola industry is an asset
- Familiarity with AAFC or government funding programs is considered an asset.