



## **KAWARTHA CONSERVATION**

### **Agricultural Stewardship Technician**

#### **The Position**

Responsible for organizing and leading the ALUS Kawarthas Peterborough Northumberland (KPN) program and contributing to other agricultural stewardship programs, including liaising with landowners and partners, developing and coordinating private land stewardship projects, preparing funding proposals and reports, and contributing to the strategic goals and advancement of the Stewardship and Conservation Lands department. This position will work closely with the ALUS KPN Partnership Advisory Committee (PAC), as well as ALUS Canada to ensure the successful delivery of the ALUS program.

#### **Scope of Accountability**

Make independent project management and technical decisions within your area of expertise and program area while aligning with Kawartha Conservation policies, guidelines, and procedures. Provide information and recommendations to the Coordinator, Stewardship on strategic initiatives, programs, work plans and budget matters, and any technical issues beyond the scope of your expertise.

#### **Key Responsibilities**

##### *Client and Customer Service*

Demonstrate and model exceptional customer service to both internal and external clients; promote Kawartha Conservation and act as an ambassador for programs and projects; model solution driven behaviour.

- Connect and develop rapport with farmers, farmland owners, and the broader agricultural community in the City of Kawartha Lakes, Peterborough County, and Northumberland County.
- Establish and maintain strong relationships and partnerships that develop and enhance service delivery.
- Work closely with the ALUS KPN Partnership Advisory Committee (PAC) to reach program deliverables including providing project proposal presentations.
- Adhere to guiding policies and procedures to support the implementation of programs and services.
- Develop and lead special projects as they relate to the Stewardship and Conservation Lands department to the benefit of our partners, landowners, communities, and municipalities.
- Liaise with landowners of current and past projects to coordinate monitoring, reporting, and relationship building.
- Optimize client and customer service through continuous improvements to departmental processes, tools, and communications.

##### *Administration and Project Management*

Demonstrate a motivated and adaptable working style that supports the goals of your team, department, and organization; demonstrate effective project management skills and work planning practices; develop strong working relationships with team members and partners and facilitate collaboration and problem solving;



support a dynamic team environment with a balance of creative thinking and attention to detail to ensure projects and programs are delivered in an effective and efficient manner with a high level of customer service.

- Oversee the implementation of landowner cost-share programs through budgeting, financial monitoring, distributing landowner disbursements, and detailed tracking and reporting.
- Develop annual workplans and contribute to department wide work planning to optimize teamwork.
- Participate in the annual budget process for the department, providing information and recommendations to the Coordinator, Stewardship on annual workplans, targets, and funding.
- Identify opportunities to expand program delivery through program or service expansion. This includes identifying and applying for grant opportunities and networking with partners to build support for program delivery.
- Manage, develop, and update databases relevant to the program and department and administer landowner agreements with project participants.

### *Technical*

Demonstrate knowledge of ecological restoration and agricultural practices; demonstrate a creative and solution driven working style that supports the achievement of strategic and departmental goals; develop strong relationships with farmers and farmland owners, partners, and contractors to ensure successful programs; possess a creative mind for developing and expanding program delivery services.

- Coordinate the implementation of private land conservation projects. This will include providing landowner support, drafting project plans, liaising with external partners, and securing funding.
- Provide guidance and support for the implementation of agricultural and ecological Best Management Practices including: wetlands, grasslands, riparian buffers, tree planting projects, etc.
- Complete all reports and program updates for the ALUS KPN PAC, ALUS Canada, and the Coordinator, Stewardship.
- Lead the development of funding proposals to local, regional, and private granting sources including the ongoing management of successful grants to ensure deliverables are met.

### *Health & Safety*

Adhere to all health and safety policies as set out by the organization; demonstrate an understanding of the Occupational Health and Safety Act and actively work to support a safe workplace for yourself and others.

- Participate in all health and safety related courses and training as assigned.
- Minimize health and safety hazards and risks with work activities. Report safety hazards to the Coordinator, Stewardship.
- Actively participate in the implementation of health and safety workplace initiatives and programs.

## **Skills and Expertise**

- Post-secondary education in Environmental Science, Ecosystem Management, Agricultural Science, or another similar program.
- Three (3) years demonstrated experience in conservation, restoration, and/or agricultural stewardship.
- Demonstrated experience in project management and program administration.
- Working knowledge of ecological restoration and agricultural practices.



- Exceptional oral and written communication skills.
- Experience in program or project development.
- Demonstrated success in the drafting of funding proposals for projects.
- Proficiency in online tool and field equipment use, including GPS, MS Suite, ArcGIS and/or other mapping software, organization database(s) etc.
- Demonstrated client services and teamwork skills.
- Experience liaising with community groups, municipal and other levels of government.
- Valid M.T.O. driver's license, clean driving record.
- Valid First Aid Certification an asset.

## Working Conditions

- Office-based administrative tasks and reporting duties.
- Frequent outdoor work in diverse rural settings, including during inclement weather and working around livestock.
- Regular interaction with landowners, community members, and partner organizations.
- Variable work hours depending on site locations and project needs.
- Occasional evening and weekend work required to support events and outreach activities.
- Travel required throughout the program area.
- Occasional physical activity including lifting, digging, and planting.
- Strict adherence to health and safety protocols is mandatory.
- Requires sustained focus and attention to detail in both field and office environments.

## Our Core Values

**Teamwork** – Collaborate to achieve shared goals through open communication and mutual respect.

**Client Service** – Deliver high-quality service through responsiveness, professionalism, and continuous improvement.

**Health and Safety** – Prioritize a safe work environment by modeling best practices and complying with all policies.

**Integrity and Competence** – Produce accurate, high-quality work with a commitment to ongoing learning and accountability.

**Communication** – Share relevant information clearly and effectively to support organizational transparency and collaboration.

**Problem Solving** – Apply analytical thinking to develop effective, practical solutions.

**Positive Work Environment** – Cultivate a respectful, inclusive, and rewarding workplace culture.