

**Title:** Shared Workforce Program Manager

**Anticipated Start Date:** Immediately

We are looking for a dynamic and dependable individual to become our Shared Workforce Program Manager. You must be highly organized, have a positive attitude and experience working in human resources, communication and data management.

You will be responsible for researching best practices, development and management of the shared workforce pilot project in collaboration with project partners, for the [Agricultural Workforce Development Plan \(AWDP\)](#).

**Term:** Contract position until end of March 2023 with possibility of renewal

**Location:** New Brunswick, with the possibility of travel within and outside of the province

**Hours:** Full-time - Monday to Friday – 8:30 am-4:30 pm. Must have the ability to travel.

**Salary:** \$ 50,000.00

**Experience:** 3-5 years

**Other:** Remote (work from home) inside of New Brunswick

**Working Conditions:** Able to work under pressure and prioritize timelines and outcomes

**Language:** Fluency in English and French (speaking and writing) - **Required**

**Employer:** [Agricultural Alliance of New Brunswick](#)

**Background:** The AANB has developed a 5-year Agricultural Workforce Development Plan (AWDP) in order to address the workforce needs of farmers, and attract new farmers to the province both nationally and internationally. The AWDP also addresses the promotion of agriculture careers, and strengthening HR practices and training within the agriculture sector. The Shared Workforce Program Manager will implement the shared workforce pilot AWDP initiative under the Steering Committee's oversight, and will report directly to the Workforce Development Coordinator.

The Shared Workforce Program Manager is responsible for the following, not limited to:

- Supporting the implementation of AWDP strategies and actions, such as addressing the agricultural workforce needs and helping as needed with seasonal employment support in partnership with the Workforce Development Coordinator and the provincial employment team.
- Identifying stakeholders and establishing a pilot project to attract more national and international farm workers to NB;
- Developing and reporting metrics associated with the AWDP;
- Being accountable and providing reports to the Workforce Development Coordinator;
- Realizing short, medium, and long term positive growth of the shared workforce initiative;

- Developing the marketing tools; including the research and facilitation of an online platform that allows farmers to specify number, need and term of work to match with potential skilled workers;
- Creating and maintaining employment contracts related to the shared workforce pilot

#### **Specific Duties:**

- Report to the Workforce Development Coordinator with up-to-date information and project progress,
- Manage the development, enhancement and delivery of the shared workforce pilot program,
- Communicate (French and English) with agricultural employers and other stakeholders across the province to determine needs and opportunities,
- Review and research programs and initiatives in other provinces, conduct a scan of the ongoing NB initiatives, develop a strategic plan and provide recommendations to the Workforce Development Coordinator,
- Participate in the ongoing recruitment for the skilled workforce needed to fulfil employment gaps in agriculture,
- Ensure the shared workforce initiatives are progressing in a timely manner,
- Work in close collaboration with various government departments, industry stakeholders and community partners,
- Support and maintain communications with the participating partners,
- Evaluate the effectiveness of the program and recommend areas where to improve the program,
- Attend Steering Committee meetings as needed.

#### **Required Skills and Abilities:**

- Strong written and verbal communication skills in English and French are essential,
- Highly organized, task oriented, independent worker with proven team skills,
- Ability to manage, coordinate and deliver on multiple tasks and relationships,
- Great strategic and operational planning skills,
- Experienced in working remotely,
- Strong decision making and problem solving skills,
- Excellent persuader and communicator skills that include listening, written and oral,
- Proven information technology/computer skills including use of Microsoft Office,
- Proactively plan recruitment needs for shared workforce employment gaps,
- Valid driver's license (some travelling required).

#### **Skills and Abilities Considered an Asset:**

- Knowledge of key issue in agriculture
- Database and website maintenance experience
- Project management training
- Human resource certification

To apply, please submit your resume and cover letter, saved as one document, to the Agricultural Alliance of New Brunswick by e-mail: [workforce.maindoeuvre@fermenbfarm.ca](mailto:workforce.maindoeuvre@fermenbfarm.ca) no later than Friday, April 22nd, 2022. **Please state Shared Workforce Program Manager in the subject line.**

Only those selected for a screening interview will be contacted.