

Job Title: Agricultural Planning Coordinator		Pay Grade: 8
Department: Planning and Development Services		Reports To: Community Development and Resilience Manager
JJE Maintenance Review Date:	Content Last Updated: August 2025	Position(s) supervised: N/A

JOB SUMMARY

Reporting to the Community Development and Resilience Manager, the Agricultural Planning Coordinator (Coordinator) will serve as a vital link between the Comox Valley Regional District (CVRD) and the local agriculture community. The Coordinator will guide the implementation of the Comox Valley Agricultural Plan and facilitate cross-jurisdictional collaboration with local, provincial and federal government staff, K’ómoks First Nation staff, public agencies and internal CVRD departments. This position will support efforts to grow and maintain a strong agriculture sector in the Comox Valley by coordinating the development and implementation of agricultural initiatives and policies that strengthen the local food system, promote sustainability, build climate resilience, and encourage sector development.

The Coordinator will be responsible for liaising and engaging with the local agriculture industry and agri-food network and will help build capacity within the CVRD to be an effective partner to the agriculture sector as guided by the Board’s Strategic Priorities, the Regional Growth Strategy, the Comox Valley Agricultural Plan, and other strategic documents. This position will also support the Planning and Development Services department in a variety of agricultural related policy, action planning, and communications initiatives.

MAJOR DUTIES AND RESPONSIBILITIES

1. With support of the Manager, lead the implementation, monitoring, and periodic revision of the Comox Valley Agricultural Plan and related policy initiatives.
2. Build and maintain strong relationships with the local agriculture community as well as other partners in the agri-food value chain.
3. Coordinate engagement and develop and maintain effective channels of communication and information sharing between CVRD and the local agricultural community.

4. Collaborate with local producers, processors, farmers' institutes and associations, K'ómoks First Nation, regional partners and provincial ministry staff to identify and recommend workplan priorities related to the Comox Valley Agricultural Plan.
5. Research and analyze agricultural trends, land use data and local food system dynamics to inform planning and recommend policy.
6. Identify and recommend agriculture priorities and areas of advocacy within the statutory and non-statutory plans, strategies, policies and services of the CVRD.
7. Coordinate with staff of provincial ministries, public agencies, and local government in the Comox Valley and neighboring communities to ensure flow of education, information, resources and collaborative opportunities to the local agri-food network.
8. Lead or support the planning, coordination, and delivery of agricultural programs, projects, and special events including scoping projects, writing funding applications, developing workplans, managing external consultants, coordinating partners and managing deadlines and report writing.
9. Identify grant and funding opportunities and foster collaboration with internal and external partners on agri-food initiatives. Prepare application and oversee administration and reporting requirements of approved grants.
10. Support public consultation and engagement processes related to rural agriculture planning processes and policy initiatives.
11. Support agriculture related emergency preparedness and response efforts.
12. Prepare documents, reports and presentations
13. Participate in external and internal committees, work groups etc. as assigned.
14. Undertake other assigned duties and projects as required.

REQUIRED EDUCATION AND EXPERIENCE

- An undergraduate degree of four years or equivalent in Agriculture, Environmental Planning, Land Use Planning, Geography, or related field.
- Over three years up to and including four years of progressively responsible experience in public facing agricultural planning or policy development, rural development, or related community economic development.
- Equivalent combination of education and experience may be considered.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS *(required for acceptance into the job or to be acquired in first six months of being in the job)*

- Valid Class 5 BC Driver's License

KNOWLEDGE, ABILITIES AND SKILLS *(required for acceptance into the job or to be demonstrated in first six months of being in the job)*

- Understanding of relevant legislation, regulations and best practices in agricultural policy and planning, land use planning, rural development and agri-food systems at the local and provincial levels.
- Knowledge of local agri-food systems and networks and issues and barriers impacting the sustainability of rural agriculture.
- Knowledge of the roles, responsibilities and jurisdiction of orders of government as related to agriculture including emergency preparedness and response.
- Understanding of the mandate, operating environment, board objectives and strategic priorities, structure and operations of the CVRD.
- Familiarity with provincial and national agri-food programs and funding opportunities.
- Demonstrated ability to build trust and meaningful relationships with diverse groups, including farmers, processors, community organizations, rights holders and government agencies.
- Demonstrated ability to work collaboratively and effectively with diverse partners and interested parties.
- Ability to create and present reports and presentations in a professional manner in person and virtually to the local agricultural community, the public, community organizations and First Nations, local and senior governments.
- Ability to work interdependently, self-direct, manage multiple priorities simultaneously and use sound judgement.
- Team oriented, ability to adapt to change and a strong work ethic in achieving personal and organizational goals.
- Experience in strategic planning and in preparing and developing policy recommendations.
- Demonstrated project planning, coordination and grant writing skills.
- Excellent communication, facilitation, and conflict resolution skills.
- Demonstrated strategic, analytical and critical thinking skills.
- Proficient in Microsoft Office applications, Adobe Acrobat and SharePoint with knowledge of GIS and data visualization tools.

OTHER

- Ability to work varied hours as necessary in evenings and weekends to meet the requirements for engagement and attending community, committee and Board meetings/events.

EMPLOYEE SIGNATURE

I have read and understand this job description

Print Name

Signature

Date