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JOIN OUR TEAM - ONTARIO PLOWMEN'S ASSOCIATION

Operations Co-ordinator

Guelph, Ontario

The Ontario Plowmen's Association and the International Plowing Match and Rural Expo invite applications for the newly created, full-time position of OPERATIONS CO-ORDINATOR.

The successful applicant will have the opportunity to help co-ordinate and construct this highly influential annual event while working at the site location as well as in the Head Office located in Guelph, Ontario.

Knowledge/Skills Required:

- Agricultural knowledge and experience and/or agricultural event experience.
- Good interpersonal skills (especially in working with volunteers), organizational ability, time and project management skills.
- Must be a team player.
- Must be capable for considerable physical work.
- Ability to work under pressure and meet strict deadlines.
- Excellent written and oral communication skills.
- Experience using the Microsoft Suite of products.
- Travel throughout Ontario with extended overnight stays required at certain times of the year.
- Must be prepared to work at the IPM Site Location during set-up weeks.
- Must have valid driver's license.
- Electrical license, construction and systems knowledge an asset.

Please submit resume, references and cover letter indicating salary expectations to: cathy@plowingmatch.org

Acceptance of applications will remain open until the Operations Co-ordinator is hired. We appreciate all applications but only candidates selected for an interview will be contacted.

Job Type: Full-time

Salary: From \$50,000.00 per year

Benefits: Dental care, Extended health care

Schedule: Monday to Friday, Weekend availability

Ability to commute/relocate: Guelph, ON - reliably commute or plan to relocate before starting work (required)

Work Location: In person

Host of the International Plowing Match and Rural Expo
