



FARM MANAGEMENT CANADA
GESTION AGRICOLE DU CANADA

Seeking Full-Time Events Manager

Start Date: July 2025 (flexible)

Location: Ottawa, ON (remote work available)

Duration: Full-time permanent employment

Compensation: Starting at \$59,500 (flexible based on skills, experience)

Eligibility: Candidates must reside in Canada and be eligible to work in Canada

Join Our Team!

Are you passionate about agriculture, event planning, and creating meaningful learning experiences? Farm Management Canada is looking for a dynamic and detail-oriented **Events Manager** to lead and support the delivery of impactful events across the country.

About Farm Management Canada:

Farm Management Canada is a national, non-profit organization dedicated to increasing the resilience and competitiveness of Canada's agricultural sector by increasing the awareness and adoption of farm business practices and their benefits on Canada's farms. Farm Management Canada provides trusted resources and tools, research and educational programming that empowers farmers to make informed business decisions, manage risk and achieve sustainable growth and prosperity. Located in Ottawa, the organization currently employs 6 full time and 1 part time staff, and various contract positions.

Job Summary:

Farm Management Canada is seeking a highly organized and motivated **Events Manager** who will be responsible for organizing and delivering a variety of learning events and initiatives across Canada, including regional workshops such as the Bridging the Gap Farm Transition Workshops, focus groups and roundtable discussions, industry meetings, and the annual Agricultural Excellence Conference. The successful candidate will work closely with other team members and partner organizations to build and maintain strong collaborative partnerships, reporting directly to the Executive Director. Travel within Canada will be required.

Key Responsibilities:

- Plan, coordinate, and manage all aspects of events from concept with clear objectives and performance indicators through to completion
- Develop and execute detailed event plans, schedules, and timely reporting to team members
- Source and liaise with venues, speakers, vendors, and partners
- Manage event plans, budgets, timelines, and logistics
- Collaborate effectively with internal team members for event content, speakers, format, branding, promotion, and communication

- Ensure a positive and professional experience for all partners and participants
- Ensure compliance with organizational policies, legal requirements and brand standards
- Support post-event analysis and reporting to inform future initiatives
- Maintain organized records and files (working and final copies)

Abilities:

- Strong ability to organize and lead events including hosting, facilitating and presenting at workshops, meetings and focus groups
- Strong ability to communicate (verbally and in writing) in English for the purpose of completing daily activities
- Strong ability to interact effectively with a variety of team members, partners and clients
- Strong ability to communicate complex information in a straightforward, clear manner both verbally and in writing
- Strong ability to multi-task
- Proficiency in French (verbal and in writing) considered an important asset

Education:

- College or University Degree
- Event Management certification considered an asset

Experience:

- Proficiency with Microsoft Office Suite
- Minimum 5 years' experience in event management required
- Experience in financial management (budgeting, tracking, reporting) required
- Experience in public speaking and education through industry events and meetings required
- Experience in agriculture and/or business management considered an important asset
- Experience in a non-profit environment considered an asset

Working Conditions:

- Remote (from your home office)
- Use of a computer (provided if required)
- Semi-flexible working hours
- Travel within Canada will be required (approximately 25-30 days/year)

Supervision:

- The position is supervised by the Executive Director

Email your cover letter and resume to: [info\(at\)fmc-gac.com](mailto:info(at)fmc-gac.com)