

# MD OF RANCHLAND IS HIRING!



## JOB POSITION

### *Agriculture and Environmental Program Support Specialist*

**Department:** Agriculture and Environmental Services

**Reports to:** Director of Agriculture and Environmental Resources

**Term:** Full-time position, Monday through Friday, 40 hours per week with some overtime required. The municipality may consider modifying hours per week for the right candidate.

**Location:** Municipal District of Ranchland administrations building located in Chain Lakes Provincial Park, Alberta. The MD may consider hybrid work-from-home arrangement

### **How to Apply:**

**Interested individuals are invited to submit their resumes via email to [ag@ranchland66.com](mailto:ag@ranchland66.com). Applications will be accepted and evaluated on an ongoing basis until the position is filled.**

**Thank you in advance to all applicants, only those who are shortlisted will be contacted.**

### **Key Responsibilities:**

- Facilitate awareness and engagement in provincial and federal environmental stewardship programs—including CAP, RALP, S-CAP, and EFP—by leveraging social media platforms, conducting one-on-one outreach with producers, coordinating and supporting extension events, and assisting with program application processes.
- Act as the department grant expert by identifying and preparing grant applications to fund Municipal Agriculture and Environmental projects.
- Provide administrative support to the Agricultural Fieldman and Assistant Agricultural Fieldman
- Support the department by identifying and implementing administrative processes and procedures to improve tracking, efficiency and integrity of departmental operations.
- Assist with the development and maintenance of the Ag Department Health and Safety Program, Geographical Information System, and Website

### **Qualifications & Skills:**

- Degree or Diploma in Business Administration and/or Environmental or Agricultural Sciences. An equivalent combination of experience and education may be considered.
- Proficient with Microsoft Word, Excel (advanced), PowerPoint, Teams, Canva, and municipal website content management tools
- Strong critical thinking and independent problem-solving skills
- Accountability and strong communication skills
- Working knowledge of Esri GIS software an asset
- Valid class 5 driver's license, satisfactory drivers abstract & criminal record check required