



With annual revenues of \$2.1 billion and representing approximately 3,700 Ontario dairy farm businesses, Dairy Farmers of Ontario (DFO) is the province's largest agricultural marketing organization. In its production, transportation and marketing roles, this non-profit organization is an essential partner in the Canadian dairy industry.

### **DPC Marketing Coordinator (part-time, temporary contract)**

Focusing on DFO's grassroots marketing initiatives, we are seeking an individual to join our new Marketing and Business Development Division to support programs like **Recharge with Milk**. The newly created role, *DPC Marketing Coordinator*, will provide logistical support to DPC's in their efforts to implement grassroots marketing programs in their regions, according to program guidelines.

The ideal candidate will need to have a strong customer service focus, be organized with an eye for detail, and be resourceful to handle the unexpected. Available to work 3 days a week, including weekends and evenings, and having access to a vehicle as travel throughout Ontario is necessary, are requirements for this temporary position (6 months).

The successful candidate will possess the following qualifications and skills:

- Proficiency in Microsoft Office;
- Post-secondary education, preferably in a business program;
- 1+ years relevant work experience;
- Project management skills;
- Strong written and verbal communication skills;
- Dairy/agriculture industry knowledge an asset; and
- Bilingual in French & English an asset.

Overview of the job responsibilities:

- Responds to DPC questions pertaining to grassroots marketing programs.
- Provides SOPs and guidelines to DPCs for implementation of their marketing events and programs.
- Provides assistance to DPCs for completing related forms.
- Communicates logistical program requirement to DPCs.
- Coordinates the availability and delivery of samples and promotional material.
- Tracks all shipment of samples and promotional materials.
- Monitors and provides feedback related to logistics for reporting.
- Identifies common issues and concerns experienced by DPCs regarding marketing programs and provides feedback for reporting.

This is a part-time, temporary position working at DFO's Head Office in Mississauga and from home.

Dairy Farmers of Ontario maintains an accommodation policy and will provide accommodation to job applicants with disabilities during the hiring process. Please contact us should you require an accommodation.

Please submit a cover letter and resume on or before October 22, 2018 to:

Human Resources Department  
Dairy Farmers of Ontario  
6780 Campobello Road  
Mississauga, ON L5N 2L8  
Fax: 905-821-3045  
E-mail: [human\\_resources@milk.org](mailto:human_resources@milk.org)

*Only applicants selected for an interview will be contacted.*