

Join the team making real

GROWTH HAPPEN

Perennia Food and Agriculture Corporation is Nova Scotia's development agency focusing on the food sector. Our mission is to support success, transformation and economic development in Nova Scotia's agriculture, seafood, cannabis, and food and beverage sectors. That means our team of bright, engaged specialists are always learning, always evolving, and always ready to take on a new challenge. **So, what are you waiting for? Come Grow with us.**

Program Officer

Perennia Food and Agriculture Corporation is Nova Scotia's food industry development agency. We offer services to the agriculture and seafood sectors in on-farm production, quality and food safety, analytical services and product development and improvements. Our highly skilled and collaborative team focuses on superior customer service, proactive solutions, and innovative approaches to meet client needs.

We are seeking Program Officers to join our team. The role requires judgement, initiative, confidentiality, accuracy and collaboration.

These positions will appeal to organized professionals who enjoy detail with a focus on exceptional client engagements. These positions will round out a programs team that works with agricultural, seafood, and food processing funding programs for Nova Scotia clients.

Preference is for these positions to be located in or near our Truro or Kentville office locations. Home-based is an option. Please note any preference in your application. Some travel for internal meetings will be required.

Principal Responsibilities:

- Work with the Programs Team and other Perennia employees to ensure that program objectives are met or exceeded.
- Engage with potential industry funding applicants to ensure their questions are answered, all necessary documents are submitted and overall eligibility for the program is met.
- Organize and prepare applicant files for review; participate in the review process to determine eligible projects.
- Accurately calculate and document approved funding amounts. Prepare and deliver client funding decisions.
- Support Program Coordinator in planning, development of presentations, metrics, reports, proposals, and claims to funding agents.
- Client support over the life of a program, with due consideration of many factors and exhibiting good judgement, to encourage clients in overcoming obstacles to complete their project activities and submit a claim on time.

Requirements and Competencies:

- Completion of a degree from a recognized university
- Demonstrated ability and experience in Microsoft Office programs with an emphasis on Outlook, Word, Excel, Teams and PowerPoint
- Excellent verbal and written communication skills
- Excellent problem solving and critical thinking skills
- Ability to apply sound judgement and practical reasoning in an adaptable environment with changing priorities
- Exceptional attention to detail, and excellent organizational skills
- Must work collaboratively with colleagues and affiliates to successfully complete programs
- Open to new experiences and developing new skills
- Positive attitude to effectively represent Perennia and its values
- Has a 'can-do' attitude when working with colleagues and clients

Perennia offers a competitive compensation package which includes base salary, extended health care benefits, RRSP contribution match, and professional development opportunities

To apply for this exciting position at Perennia, please email a combined PDF or Word cover letter and resume noting compensation expectations, experience in seafood, agriculture or food processing and a potential start date by noon on May 21, 2025 to: careers@perennia.ca

Only those candidates who move on to the interview phase will be contacted.

Perennia is an equal opportunity employer.