



We're Hiring!

We are currently recruiting for the position of: **Communications Account Coordinator (16-month contract).**

As Communications Account Coordinator, you will be responsible for supporting client relationships and delivering communications campaigns for our agriculture and agri-food sector clients.

You will be part of an accomplished communications team with a strong knowledge of the agri-food sector and a track record for creating impactful communications. Project management skills will be a key to your success as keeping multiple projects with many moving parts on track is the crux of this role.

At Synthesis, process and project management guides our work, but we're also responsive and versatile. We're committed to our clients' success and to propelling the agriculture sector forward.

Status: Full Time Contract (16 months)

Location: Guelph, Ontario. In office 3 days/week.

Reporting to: Client Director

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

- Support the team in building and maintaining strong client relationships
- Project management of communications campaigns and projects from start to finish including coordinating plans, setting deadlines and coordinating revisions, approvals and workback schedules
- Organizing project budgets including writing project plans, estimates, internal time and cost tracking and preparing client billing instructions
- Writing client status reports and briefing notes to keep everyone informed
- Staying current on issues and trends impacting the agriculture and food sector which will include participating in relevant industry virtual or in-person events (agriculture, food)



**EDUCATION AND EXPERIENCE:**

- University or college degree in business, communications or marketing is required
- 2 years of work experience with a communication agency, in a marketing role or in a project management position an asset but not required
- Work experience in the agri-food sector is an asset but not required

**SKILLS, QUALITIES AND ATTRIBUTES:**

- Strong organizational, project management skills including demonstrated time management skills
- Excellent communications, interpersonal and customer service skills
- Candidate must be professional and embrace the entrepreneurial spirit
- Ability to work independently as well as part of a team
- Ability to be flexible and adaptable in a fast-paced, ever-changing environment
- Experience with Microsoft Office Suite – Word, Powerpoint, Excel required
- Experience with Project Management Software ClickUp an asset
- Knowledge of the Canadian agriculture sector an asset
- Copywriting skills an asset

This position will require some travel to attend client meetings, conferences/tradeshows, education programs and other events.

**Salary range:** \$48,000 - \$60,000 + benefits

**Submit your application to:** [info@synthesis.ag](mailto:info@synthesis.ag)

Please put “Communications Account Coordinator Role” in the subject line.

**Application Deadline:** February 6, 2026

