

Job posting: Member Engagement Coordinator Nova Scotia Federation of Agriculture



Organizational Overview

The Nova Scotia Federation of Agriculture represents the interests of Nova Scotia's agricultural community. Today its farm members account for well over 90% of all agricultural production in Nova Scotia. With an organizational structure that includes representation from 13 county and regional federations and 28 recognized agricultural commodity groups, the Federation brings together over 2400 individual farm businesses representing all aspects of primary agriculture in the province.

Nova Scotia Federation of Agriculture is hiring a Member Engagement Coordinator (MEC) for a 1-year term position. The Member Engagement Coordinator will be responsible for collaborating, communicating and building positive relationships with NSFA County and Regional Federations of Agriculture. This position will also be key to NSFA public trust initiatives.

Duties & Responsibilities

- ❖ Assist with building positive member relations, volunteer recruitment and retention strategies for the organization
- ❖ Assisting with the development of resources for the County and Regional Federations of Agriculture
- ❖ Assist with creation and analysis of membership surveys
- ❖ Participation in social media strategy
- ❖ Coordination of campaigns and events including Meet Your Farmer and Open Farm Day
- ❖ Creation and promotion of Nova Scotia farm profiles and positive message of agriculture

Skills & Qualifications

- ❖ Strong communication and presentation skills, both verbal and written
- ❖ Organizational and time management skills
- ❖ Strong interpersonal skills
- ❖ Team-oriented but able to work independently
- ❖ Knowledge of Nova Scotia agriculture
- ❖ Proficient with Microsoft Office and social media platforms; Facebook and Twitter
- ❖ Must have valid Nova Scotia driver's license and access to a vehicle

Employment Terms

Salary: \$36,454 and optional benefits package

35hrs/week; some outside of regular business hours and/or out of the office work may be required (e.g. events).

Anticipated employment term: April 2018 – March 2019

Eligibility

This position is funded through Agriculture and Agri-Food Canada's Career Focus Program. To qualify under this program, you must be:

- ❖ between the ages of 15 and 30, unemployed or underemployed
- ❖ have graduated in the last three calendar years, including Spring 2018 graduation, from a university, college or CEGEP,
- ❖ have not participated in any other Youth Employment Strategy program (that is, Agricultural Youth Green Job's Initiative)
- ❖ be a Canadian citizen or permanent resident.

Please submit resume and cover letter by January 8th, 2018 to info@nsfa-fane.ca

Farm Safety Nova Scotia also has an employment opportunity under the Career Focus Program for a Member Services Coordinator. These organizations work closely together and applicants are encouraged to note interest in both positions upon applying. Successful applicants will be contacted for a combined interview with NSFA and FSNS.

60 Research Drive, Perennia Park, Bible Hill, NS B6L 2R2

www.nsfa-fane.ca

Our office is located in the Bacon Building