

Environmental Farm Plan Program Assistant



Organizational Overview

The Nova Scotia Federation of Agriculture (NSFA) represents the interests of Nova Scotia's agricultural community. Today its members account for well over 90% of all agricultural production in Nova Scotia and brings together over 2,400 individual farm businesses representing all aspects of primary agriculture in the province. The NSFA tackles policy issues that impact the competitive and sustainable nature of the industry and takes an active role in supporting registered farms through delivery of programs and services, such as the Environmental Farm Plan (EFP) program. The EFP is an educational program that supports farmers in identifying and assessing environmental risks on their farms.

The NSFA is currently seeking an Environmental Farm Plan Assistant to support our EFP Coordinators in working with farmers in incorporating environmental considerations into their everyday business decisions.

Duties & Responsibilities

- ❖ Assist in the development of farm-level resource materials such as fact sheets, newsletter articles and website content
- ❖ Data entry
- ❖ Support program and project coordination
- ❖ Performing general office administration duties

Skills & Qualifications

- ❖ Strong communication and interpersonal skills
- ❖ Organizational and time management skills including attention to detail
- ❖ Team-oriented but able to work independently
- ❖ Knowledge of various software programs (e.g. Microsoft Access, Adobe)
- ❖ Knowledge of Nova Scotia agriculture
- ❖ Must have valid Nova Scotia driver's license and access to a reliable vehicle

Employment Terms

Compensation: between \$12 - \$15 per hour based on qualifications and experience

Anticipated employment term: June 2019 – August 2019 (10-weeks)

Typical work week is Monday – Friday, 8:30am – 4:30pm.

Eligibility

This position is partially funded through the Canada Summer Jobs program. To qualify under this program, you must be:

- ❖ between the ages of 15 and 30, inclusive, at the start of employment;
- ❖ a Canadian citizen, permanent resident or whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*; and
- ❖ legally entitled to work according to the relevant provincial/territorial legislation and regulations.
- ❖ International students are not eligible under this program.

Please submit cover letter and resume to info@nsfa-fane.ca (7 Atlantic Central Drive, East Mountain)

Deadline: June 2, 2019