

Organizational Overview

The Nova Scotia Federation of Agriculture (NSFA) is filling **two** 8-week positions for Member Services Assistant. Today its members account for well over 90% of all agricultural production in Nova Scotia and brings together more than 2,400 individual farm businesses. The NSFA tackles policy issues that impact the prosperous and sustainable future of the industry and takes an active role in supporting registered farms through delivery of programs and services. The NSFA prides itself in providing a passionate work environment and is a tight-knit supportive group encouraging collaboration and sharing of ideas.

The Member Services Assistants will be part of a dedicated team supporting the farm community, providing them with the resources they need to succeed, while advocating in their best interest. The Member Services Assistant will support the NSFA and its various programs – AgSector, Environmental Farm Plan, Farm Safety and Meet Your Farmer. One position will focus on supporting the communications and public relations work of the organization, while the other position will focus on supporting the administration.

Key Duties & Responsibilities

- Support office administration
- Support data entry
- Assist in the coordination of virtual events and workshops
- Assist in the development of promotional and educational materials
- Assist in the development of resource materials such as fact sheets, reports, newsletter articles and website content
- Assist in the NSFA website redevelopment project
- Support the Your Farmers, Your Nova Scotia campaign
- Assist in the development and maintenance of the membership database

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

Eligibility

Positions are funded through the Canada Summer Jobs Program. Applicants must meet the following eligibility criteria:

- a) is between 15 and 30 years of age (inclusive) at the start of employment,
- b) is a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*
- c) is legally entitled to work according to the relevant provincial/territorial legislation and regulations.

* International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

Only successful applicants will be contacted for an interview.

Details: 35 hrs/week, \$15/hr

Please submit cover letter and resume to info@nsfa-fane.ca by August 21, 2020