



Administrative Assistant

The Agri-Commodity Management Association (ACMA) is a not-for-profit organization that provides efficient and effective administrative and professional support to the agricultural community in Atlantic Canada. ACMA works very closely with many agricultural industry organizations to provide administrative and advisory services, as well as to deliver programs directly to farmers across Atlantic Canada.

We are currently seeking a summer student to work with our team to assist with ongoing commodity project work and administrative tasks, such as file scanning, office organization, spreadsheet development, and data entry, as well as to develop promotional materials and communication resources and to assist with future event planning. Occasionally, other administrative tasks may be required.

This “Administrative Assistant” Canada Summer Jobs position will be 35 hours per week for a period of 8 weeks. *This position is contingent on funding.*

Applicants must meet Canada Summer Jobs requirements found at <https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs/screening-eligibility.html>.

Skills and Qualifications

- Asset: knowledge and/or background with Nova Scotia agriculture.
- Knowledge of various computer applications, such as Windows, Microsoft Office (Word, Excel, PowerPoint, etc.), Adobe, multimedia hardware and software, general office equipment, etc.
- Administration skills such as reading text, numeracy, communication, working with others, problem-solving, critical thinking, job task planning and organizing, computer use, work well as an individual or as a team.
- Asset: a valid Nova Scotia driver's license.
- English (essential), French (asset)

Work Conditions and Physical Capabilities

This position will be in a fast-paced office, located in East Mountain, Nova Scotia. The Assistant will be required to work on multiple concurrent tasks independently and meet tight deadlines. Protective and biosecurity equipment will be supplied.

Closing Date: May 13, 2022, at 4:30 pm Atlantic

Expected Start Date: May 30, 2022

ACMA is committed to Employment Equity, with a goal to be a diverse workplace that is representative at all job levels. Qualified self-identifying First Nations, Metis and Inuit, Visible Minority Groups, Persons with Disabilities, and LGBTQ2+ applicants will be strongly considered for this position. If you are a member of one of the above equity groups, you are encouraged to self-identify on either your cover letter or resume.

We thank all those who apply, however, only those candidates selected for an interview will be contacted. No phone calls, please. Applicants should submit their resume to bmccallum@agricommodity.ca or by mail:

**Agri-Commodity Management Association
7 Atlantic Central Drive
East Mountain, NS
B6L 2Z2**

For more information about ACMA, please visit www.agricommodity.ca