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Administrative Assistant – Farm & Food Care Ontario

Farm & Food Care Ontario invites applications for a part-time position of Administrative Assistant, to begin in January, 2019.

Excellent computer and customer relations skills are essential for this position. Candidates must be detail-oriented, possess strong oral and written communications skills, as well as good organizational and time management skills. The candidates must be able to multi-task, problem solve and prioritize to meet deadlines. Candidates must have a strong and demonstrated working knowledge of Microsoft office computer programs. Responsibilities include a large variety of administrative activities such as answering phones, completing mailings, managing event planning and registrations, minute taking and more.

This position is for three days per week beginning in January, 2019 and is based out of the organization's office in Guelph. The days and hours to be worked are negotiable with the option for more hours at busy times of the year. Salary will be based on experience and skills. Candidates must have a valid driver's licence and use of their own vehicle for occasional business travel.

Farm & Food Care Ontario is a coalition representing tens of thousands of livestock, crop and horticulture farmers and related businesses with a mandate to provide credible information on food and farming.

Please submit resume, references and covering letter indicating your salary expectations to jobs@farmfoodcare.org by November 23, 2018. We appreciate all applications but only candidates selected for an interview will be contacted.