



Admin & Outreach Assistant

Agriculture in the Classroom NL / NL Young Farmers / AgriCare NL

The Admin & Outreach Assistant is responsible for ensuring the projects financial accountability to funders. This position will also be responsible for other administrative office duties as required by the General Manager or Project Leads. This position will also play a significant role on the grades 7 to 12 initiatives for AITC-NL (including Canadian Agriculture Literacy Month, thinkAG initiatives, Career Case, etc).

About NLFA and Projects

The Newfoundland and Labrador Federation of Agriculture (NLFA) is a not-for-profit organization which represents farmers and farmer groups in the province. Our motto is “Farmers for Farmers”, and we believe that by sharing information and speaking with a united voice, farmers can work more effectively for the betterment of the agriculture industry, and for the improvement of our province.

The NL Federation of Agriculture hosts the Agriculture in the Classroom NL (AITC-NL) program, NL Young Farmers program (NLYF) and AgriCare NL. AITC-NL connects youth to agriculture through education with hands-on learning, exciting initiatives, and more, while NLYF is an organization that assists and motivates young people, aged 18 to 40, who are interested in farming. AgriCare NL helps Newfoundland and Labrador farmers, producers, and those involved in the NL agriculture sector increase their awareness and understanding of mental health literacy and provide direct access to agriculturally informed mental health care services and/or resources that align with the current needs and stressors of this population including farm safety and farm business management.

Duties & Responsibilities

- Projects’ payables, receivables, allocations, and credit card reconciliation (programs: SAGE, Office 365, Microsoft Teams, Excel)
- Preparation of project claims for funders and staff expense claims
- Tracking staff timesheets and arranging staff travel , where required
- Participate in meetings and transcribe minutes
- Connect with Junior High/High school teachers and distribute applicable resources
- Promote, distribute, and facilitate Career Case and other thinkAG/career initiatives
- Initiate, coordinate, and facilitate junior/high school presentations

- Attend career fairs (Grenfell, AITC Fair, General high school fairs (not ag- specific))
- Connect relevant post-secondary students with AITC resources
- Assist with logistics of Canadian Agriculture Literacy Month (7-12) and other AITC-NL events/activities/initiatives

Professional Qualifications Required

- A diploma in Office Administration, Business Administration and/or applicable experience
- Proficient in Office 365 and SAGE
- Able to work independently and as part of a team
- High level of diplomacy and strong oral and written communication skills
- Excellent time management and strong organizational skills
- Ability to meet deadlines
- Knowledge of Not-for-Profit organization would be an asset
- Experience with/or knowledge of agriculture and/or education would be an asset

Compensation and Other Details

Job Type: Full-Time

Salary: \$45,000 - \$50,000 per year

Vacation: 2 weeks annual paid vacation plus paid public holidays, Christmas holidays Dec 24-Jan 2

Hours: 37.5 hrs/week, Monday to Friday with some weekend when required for events (2-3 annually).

Benefits: Dental, Drugs, Extended Health Benefits, Hospital and Travel after 3 months

You must reside in Newfoundland and Labrador

- Full time in-office position at 6 Mount Carson Ave, Mount Pearl, NL
- All applicants must be legally entitled to work in Canada
- Travel may be required – Must have valid driver's license and own vehicle.

Satisfactory Certificate of Conduct and Vulnerable Sector Check may be required.

Expected Start Date: As soon as possible

How to Apply

Send your PDF resume and cover letter to hiring@nlfa.ca quoting "*Admin & Outreach Assistant*" in the subject line by **Friday, May 30, 2025**. Only those that are selected for an interview will be contacted.