



Admin & Outreach Assistant

The Newfoundland and Labrador Federation of Agriculture (NLFA) is seeking a highly organized and enthusiastic Admin & Outreach Assistant to support the financial administration and outreach activities of three key programs:

- **Agriculture in the Classroom NL (AITC-NL)** — Connecting youth to agriculture through hands-on learning, classroom resources, and engaging educational initiatives.
- **NL Young Farmers (NLYF)** — Supporting and empowering young people aged 18–40 who are interested in farming and agriculture leadership.
- **AgriCare NL** — Promoting mental health literacy, wellness resources, farm safety, and agriculturally informed support services for Newfoundland and Labrador’s agriculture community.

This role combines administrative coordination with education and community engagement, making it ideal for someone who enjoys both office administration and connecting with people. The successful candidate will play a key role in supporting project operations while leading AITC-NL initiatives aimed at students in Grades 7–12.

About the Federation

The Newfoundland and Labrador Federation of Agriculture (NLFA) is a non-profit organization that represents and advocates for farmers and farm groups across the province. Our motto is “farmers for farmers” and our mission is to lead the advancement of a diverse, successful, and sustainable agriculture industry in Newfoundland and Labrador. To learn more, visit nlfa.ca.

General Responsibilities

Administrative & Financial Support

- Process project invoices using allocations, and credit card reconciliations using SAGE
- Microsoft Office 365, Teams, and Excel
- Prepare monthly expense claims for funding sources
- Track staff timesheets
- Book and coordinate travel arrangements
- Participate in meetings and record meeting minutes
- Assist with general office administration and project coordination duties

Outreach & Education Initiatives

- Lead Grades 7–12 Agriculture in the Classroom NL initiatives, including:
- Canadian Agriculture Literacy Month
- thinkAG initiatives
- Career Case programming
- Build relationships with junior high and high school teachers throughout the province
- Distribute educational and career-related agriculture resources

- Coordinate and facilitate school presentations and career-focused activities
- Attend career fairs, educational events, and outreach initiatives
- Connect post-secondary students with relevant AITC-NL resources and opportunities
- Assist with planning and logistics for AITC-NL events and activities

Qualifications & Skills

Required

- Diploma in Office Administration, Business Administration, or a related field — or an equivalent combination of education and experience
- Proficiency with Microsoft Office 365 and SAGE
- Strong organizational and time management skills
- Excellent written and verbal communication abilities
- Ability to work independently and collaboratively within a team environment
- Ability to prioritize tasks and meet deadlines

Assets

- Experience working in a not-for-profit environment
- Knowledge of agriculture, education, or youth engagement initiatives
- Experience with event coordination or community outreach

Compensation & Benefits

- Competitive salary: **\$45,000–\$50,000 annually**
- Extended health, dental, drug, hospital, and travel benefits after 3 months
- Two weeks paid vacation annually + Paid public holidays
- Office closure during the Christmas holiday period (December 24 – January 2)
- Reimbursement for expenses incurred during travel

Additional Information

- Full-time, in-office position located at: **6 Mount Carson Avenue, Mount Pearl, NL**
- Office hours 8:30 am – 4:30 pm, Monday to Friday, 35 hours a week
- Occasional evening or weekend work may be required for events (approximately 2–3 annually)
- Applicants must reside in Newfoundland and Labrador
- Applicants must be legally entitled to work in Canada
- Some travel is required; a valid driver’s license and reliable vehicle are mandatory
- A satisfactory Certificate of Conduct and Vulnerable Sector Check may be required
- Expected Start Date: **As soon as possible**

How to Apply

Please submit your **PDF resume and cover letter to hr@nlfa.ca by June 2, 2026**. Please include “Admin & Outreach Assistant” in the subject line. *We thank all applicants for their interest; however, only those selected for an interview will be contacted.*