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Educational Events Assistant (eight to ten week position)

Remuneration: Minimum wage. Any additional expenses will be compensated (i.e. meals, mileage).

Position Description: The Educational Events Assistant will be responsible for assisting with Farm & Food Care's (FFCO) display lending library, assisting with bookings and shipping of resources, displays and other materials across Ontario. The position will also be the lead for FFCO's presence at any summer events including the Canadian National Exhibition.

Qualifications:

- Have excellent communications skills and enjoy working with the public;
- Be enthusiastic and committed to agricultural awareness; preferably have some experience in this area;
- Have a good working knowledge of agriculture;
- Be a self-starter, able to work without supervision
- Must be detail-oriented with strong organizational skills
- A driver's license and access to a vehicle will be necessary for this position
- Be comfortable working with Microsoft Office software.

Location: The position will be based out of the Farm & Food Care Ontario office in Guelph, Ontario.

Please send your resume and cover letter by May 17, 2024 to: Kelly Daynard, Executive Director, kelly@farmfoodcare.org. We thank all applicants but only those chosen for an interview will be contacted.

Farm & Food Care Ontario is a registered Canadian charity and whole-sector coalition made up of representatives from all farming types and associated businesses and positions itself as the helpful expert on Ontario agriculture. Farm & Food Care Ontario brings farmers, agricultural professionals, related businesses, government organizations and other groups together with a mandate to build public trust in food and farming in Ontario and across Canada.