



Grazing Mentorship Program Content Intern

The Canadian Forage and Grassland Association is a forward-thinking, fast-paced organization looking to hire an intern with knowledge and understanding of the digital media landscape, including Boolean search, content creation and social media platform management to assist in the development of a grazing mentorship program.

The individual hired for this position will need strong critical thinking skills and be able to organize data in a variety of formats including significant use of spreadsheets. We intend for this position to be one that the successful candidate will connect with our network of organizations and experts within the Canadian agricultural landscape.

Responsibilities

- Through a variety of Boolean searches, identify organizations and learning resources useful for CFGA
- Organize the content in a manner that supports the curriculum development team
- Help with the implementation of a learning management system
- Monitor and post on blogs, forums and social networks
- Engage organizations within the industry that may provide support materials
- Conduct research and create reports on various topics based on the needs of the grazing mentorship team
- Schedule and organize team meetings
- Keep important information and documents organized electronically
- Support communications outreach through the creation and distribution of content

- Assist with online outreach and promotion using Facebook, Twitter, Zoom and the website CMS

Requirements

- 2 years of post-secondary education in the areas of livestock agriculture or grazing management is an asset
- 3 years of experience with Internet and social media platforms
- Understanding of the agricultural sector
- Ability to conduct research and create reports or presentations
- Strong time management skills with the ability to move quickly from one task to another and to work with various team members across time zones
- Experience with audio and video editing software is an asset
- Proficiency in both official languages an asset
- Excellent organizational skills
- Strong communications and writing skills, must be adept at communicating by email and phone
- Technical proficiency with the ability to troubleshoot common technical issues
- Must have an internet connection and access to a computer suitable for video conferencing
- Must be:
 - between 18 and 30 years of age which may include a student, unemployed or underemployed
 - a Canadian citizen, permanent resident of Canada or a refugee under the Immigration and Refugee Protection Act Canadian citizen or permanent resident

Qualities

The following character qualities will help the successful applicant in the execution of this role:

- Hard-working and team-oriented
- Attention to detail
- Problem solving and critical thinking skills
- Energetic and creative
- Independent and self-starting
- Strong communication and interpersonal skills
- Ability to learn quickly

Benefits

- Gain practical experience with website launch and creating social media content
- Shadowing, mentoring and training opportunities with experienced, knowledgeable professionals
- Opportunity to participate in company meetings and network with a wide variety of stakeholders within the agriculture industry
- Development of project management skills
- Obtain an understanding of curriculum development and learning management systems
- Flexible schedule

Compensation

Contract Term – 3-6 months temporary with the potential for an extension at a rate of \$25/hour up to 40 hours per week.

Location

Working in a remote team within Canada. Must have access to a computer that can maintain an internet connection and is suitable for video conferencing.

Contact

Please submit your resume Attention Carlene Schneider to info@canadianfga.ca