

Job Title: Project Assistant

Organizational Overview

Interested in contributing to Canada's food production value chain? Did you know Canadian farmers are environmental stewards, working in soil conservation, carbon sequestration and playing an important role in climate change while they work to feed Canada and the world? The Canadian agricultural industry is dynamic, with science-based advancements and adoption of automation, digitalization and technology.

The Canadian Agricultural Human Resource Council (CAHRC) is a national, non-profit organization focused on addressing human resource issues facing agricultural businesses across Canada so that the industry can continue to grow and meet the demand of feeding Canadians and the world. Our team is expanding and there are excellent opportunities available with us that support the Canadian agricultural industry.

Job Description

Project Assistant provides administrative support to a project under the direction of the Project Manager. Key duties include track and monitor project activities, prepare and update spreadsheets, provide data entry and follow up with stakeholders on missing data, monitor and follow up on invoicing, prepare project reports and take meeting minutes.

Main Responsibilities

- Conduct project administration duties including data input, project tracking, invoicing and in-kind contributions.
- Assist Project Manager in project administration activities.
- Track and monitor project activities using project management software and/or spreadsheets.
- Maintain records of all documents and correspondence related to projects.
- Work with colleagues for project reporting, invoicing and other administrative activities.
- Track project material resources.

Education

College diploma in Business, HR, Project Management, Accounting or related discipline (desirable).

Experience

At least 2 years of experience as Project Assistant.

At least 1 year of experience planning and coordinating meetings and events.

At least 1 year experience in administrative, finance/accounting or HR support.

Knowledge & Skills:

Advanced knowledge of Word, Excel, and Powerpoint

MailChimp, virtual meeting software such as Zoom, Social media software such as Hootsuite, Animoto and Twitter.

Other Requirements:

Bilingualism (English/French) is an asset.

Other Details

Term: 12-month contract with opportunity for renewal

Salary: \$40,000 - \$55,000 / year

Location: Hybrid model, with remote options in Canada

Application Process

If you are interested in joining the Canadian Agricultural Human Resource Council team, please forward a cover letter and resume no later than November 23, 2022 directly to: Julie Schryburt Finance and Administration Manager, Canadian Agricultural Human Resource Council info@cahrc-ccrha.ca.

Please send your cover letter and resume as one pdf document, titled with your name and the position (e.g., Sam Smith – Project Assistant.pdf). Only applicants selected for an interview will be contacted. No phone calls please. For more information about the Canadian Agricultural Human Resource Council, please visit our website: www.cahrc-ccrha.ca