



The Agri-Commodity Management Association (ACMA) is a not-for-profit organization which provides efficient and effective administrative and professional support to the agricultural community in Atlantic Canada. ACMA provides administrative services to nine agricultural commodity organizations as well as administers programs directly to farmers across Atlantic Canada.

At ACMA we work very closely with other industry organizations to provide administrative and advisory services as well as deliver programs directly to farmers across Atlantic Canada. We are currently seeking a summer student to work with our team to conduct research related to industry demographics and activities related to communications like website and social media updates as well as audio and video recording and editing. From time to time, other administrative tasks may be required.

This Canada Summer Jobs position will be 28 hours per week for a period of 10 weeks.

### **Languages**

English (essential), French (asset)

### **Education**

Applicants must meet requirements Canada Summer Jobs requirements found at <https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs/screening-eligibility.html>

### **Experience**

A background or familiarity with agriculture would be an asset.

### **Business Equipment and Computer Applications**

Windows, electronic mail, word processing, spreadsheet, presentation software, multimedia hardware and software, general office equipment.

### **Work Conditions and Physical Capabilities**

This position will be in a fast-paced office, located in East Mountain, Nova Scotia. You will need to be able to work on multiple concurrent tasks and meet tight deadlines.

### **Essential Skills**

Reading text; numeracy; communication; working with others; problem solving; critical thinking; job task planning and organizing; significant use of memory; finding information; computer use; continuous learning, work well as an individual or as a team.

### **Other Information**

A valid drivers license is an asset. Protective and biosecurity equipment will be supplied.

**Closing Date:** June 18, 2021 at 4:30 pm Atlantic

**Expected Start Date:** July 5, 2021

We thank all those who apply however, only those candidates selected for interview will be contacted. No phone calls please. Applicants should submit their resume to [bmccallum@agricommodity.ca](mailto:bmccallum@agricommodity.ca) or by mail:

Agri-Commodity Management Association  
Term Processing Clerk  
7 Atlantic Central Drive  
East Mountain, NS  
B6L 2Z2

For more information about ACMA, please visit [www.agricommodity.ca](http://www.agricommodity.ca)