



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 several agricultural and rural organizations as well as administers programs directly to farmers across Canada.

We are currently seeking an Industry Coordinator to work with our team to organize and oversee member engagement activities. The position requires strong written and verbal communication skills as well as proficiency with computer software applications including but not limited to word processing, presentations, spreadsheets, publications and website software. Good communications and presentation skills, both written and verbal are essential when reporting to management and other stakeholders of the ACMA.

### **Position**

Industry Coordinator. *This is a term full-time, term position from June 2022 to September 2023.*

### **Languages**

English (essential), French (asset)

### **Education**

Completion of college/CEGEP/vocational or technical training

### **Experience**

Three to five years within member-based organization.

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

Windows; general office equipment; electronic mail; word processing, spreadsheet and presentation software as well as website platforms and social media. Familiarity with audio-visual recording and editing is an asset.

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

Fast-paced environment; work under pressure; 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

### **Other Information**

A general understanding of Nova Scotia agriculture and comfort working around farm machinery and livestock would be considered an asset. A valid driver's license is an asset. Protective and biosecurity equipment will be supplied.

**Closing Date: May 24, 2022 at 4:30 pm**

**Expected start date: June 13, 2022**

We thank all those who apply however, only those candidates selected for an interview will be contacted. No phone calls, please. Successful candidates must have legal authorization to work in Canada. Qualified applicants should submit their resumes to [bmccallum@agricommodity.ca](mailto:bmccallum@agricommodity.ca) or by mail:

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