# Ontario Agri-Food Education, Inc.
# Job Posting

**Outreach and Communications Assistant - Summer Student Position**

**Wage Rate:** $10.25

**Location:**
This position will work out of the Ontario Agri-Food Education office, located in Country Heritage Park at 8560 Tremaine Road in Milton Ontario. ***Please note that this location is not on a bus route and the incumbent will need to provide their own transportation.***

**Hours:**
This position will be 38 hours a week for seven weeks with an expected start date of July 16, 2012 and a finish date of August 31, 2012. Normal hours of work will be from 9:00 am to 5:00 pm although some non - traditional hours may be required for events.

**Skills Required:**
Familiarity with Microsoft Office programs such as Word and Excel along with an understanding of the internet are required. Knowledge of agriculture, project planning, and some data base experience would be an asset.

**Position Responsibilities:**

- Assist with contacting agriculture education events at provincial fairs to promote the use of OAFE's curriculum linked educational resources
- Assist with the preparation of eblast newsletter information and program promotional materials
- Assist with the development of a teacher ambassador pilot project and related materials
- Assist with the development of content for OAFE website
- Assist with research on emerging agricultural careers and innovations

**To Apply:**
Please send a cover letter and resume to outreach@oafe.org. Resumes will be accepted until June 30th, 2012. We respect the privacy of our applicants and will handle all information collected in accordance with current privacy legislation. We thank all applicants for their interest however only those selected for an interview will be contacted.

This is a summer student position supported by the Canada Summer Jobs program. This grant requires the incumbent be a current student planning on returning to school full time in September 2012.

**Ontario Agri-Food Education, Inc.**
**8560 Tremaine Rd. PO Box 460, Milton, ON L9T 4Z1**
**Tel: 905-878-1510 Website: www.oafe.org Email: info@oafe.org**
**Registered Charitable Number: 13237 2285 RR0001**