



## Just Food is hiring a new position!

Administrative Assistant

**[www.justfood.ca](http://www.justfood.ca)**

**Location:**

2389 Pepin Court, Blackburn Hamlet, Ottawa (Just Food Farm)

Start date: Tuesday, January 9, 2017

This position is offered in partnership with Biotalent Canada and Green Jobs, and as such, to apply for this position, ALL of the following criteria must be met:

- Between 20 and 30 years of age (inclusive at the start of the placement)
- Out of school
- A post-secondary graduate (graduated within the last 3 years)
- A Canadian citizen, permanent resident, or person who has been granted refugee status in Canada
- Legally entitled to work according to the relevant provincial legislation and regulations
- Not in receipt of Employment insurance (EI) benefits
- Please send your resumé and cover letter within **one** attached document to [info@justfood.ca](mailto:info@justfood.ca) by Wednesday, December 6, at 11:59pm.
- Your email must have the subject line “Application Dec 2017 - *Your Name*” for it to be considered.
- Contact information for 3 references must be provided within your resumé.
- Please relate your personal skills/experience to what we’re looking for below
- Interviews will be scheduled for Friday, December 8, 2017 (or Saturday, December 9, 2017 if absolutely needed) so please indicate that you can make this day for an interview (can be by Skype).

We thank all applicants for their interest.

All those who apply will be contacted by email to let you know if you were selected or not for an interview.

## **Administrative Assistant**

30 hrs/week x \$17/hr

6 month contract, starting January 9, 2017.

Just Food is a backbone organization for Food Systems work region-wide.

### **Responsibilities include:**

- gather and organize information on region-wide food to update our directories
- assist with organizing educational training and coordinating community events at Just Food Farm
- support the broader team on administration, including memberships, research, writing reports.

### **General requirements:**

- Ability to embrace administrivia and love it! ☺
- Very strong attention to detail
- Ability to use Microsoft Office and aptitude for databases
- Ability to work independently and as part of a team in a multi-use office environment
- Comfortable and confident in speaking with members of the public and stakeholders in English (by phone, in-person and by email).
- Excellent writing and editing skills in English
- Strong organizational skills and ability to multi-task
- Ability to pivot work successfully based on a changing context
- Ability to think on one's feet

### **Additional assets:**

- We will give preference to bilingual candidates with French and English.
- Experience using Nationbuilder or similar contact management database
- Graphic design abilities