



Northern Ontario Farm Innovation Alliance

Project Assistant Job Description

Overview:

The Northern Ontario Farm Innovation Alliance is a non-profit organization working to advance agriculture across Northern Ontario through applied agricultural research and innovation. NOFIA was established in 2014 and works with industry stakeholders, academia, and all levels of government to accomplish its goals.

The Project Assistant provides project assistance as directed by the Executive Director, and works within the values, goals, and objectives of the organization.

Responsibilities:

- Assist in the organization and delivery of the self-guided car farm tour “A Day in Farm Country”.
- Conduct literature reviews relevant to new and on-going projects
- Gather information and support development of content for platforms, such as FarmNorth.com, nofia-agri.com and social media (including Mailchimp, Twitter, Facebook, Instagram, Youtube, LinkedIn, etc.).
- Contribute articles to the quarterly Ontario Soil & Crop Improvement Association e-newsletter, *The Innovator*
- Attend producer meetings, farm tours, and other events to represent and promote NOFIA as necessary.
- Assist the Executive Director and other staff with project management and communications with stakeholders as necessary.

The Project Assistant reports to the Executive Director. A class G driving license is required. Bilingualism and knowledge of the agricultural industry are considered assets but not required. The intern will be required to travel occasionally and be flexible to work some evenings and weekends. **Deadline to apply is March 31st, 2025.**

Position Type: full-time, temporary

Starting date: Negotiable

Salary: starting at \$19.00/hour

Applications can be submitted to:

Emily Seed, *Executive Director*

emily.nofia@gmail.com

705-650-2820