



<b>Job Title:</b>	Executive Assistant and Event Planner (Bilingual)
<b>Reports To:</b>	Executive Director
<b>Location:</b>	Hybrid Role – preference to those located in the Nation’s Capital (Ottawa area)

### Job Purpose

The Executive Assistant and Event Planner is responsible for the administrative and logistical aspects of the Federation, including event planning and for contributing to the smooth functioning and operation of the National Office.

The Canadian Federation of Agriculture is the national voice for over 190,000 Canadian farmers & farm families.

Are you a highly organized and enthusiastic individual who enjoys being at the heart of a team? We are looking for a Bilingual Executive Assistant and Event Planner to join our National Office. In this role, you will play a key part in ensuring the smooth day-to-day operations of our Federation while also coordinating the planning and execution of many aspects of our national events. We are seeking an individual to join our small team and help us achieve our goals. We work as a team to support each other in achieving our organizational goals within a respectful environment.

As our Bilingual Executive Assistant and Event Planner, you will:

- Collaborate with farm leaders from across the country and a small staff to ensure seamless communication and coordination.
- Act as the lead Office Administrator for the CFA
- Manage the administrative tasks that keep our office running efficiently, from scheduling meetings to maintaining records.
- Lead the planning and coordination for various events, from small team gatherings to large national conferences.
- Contribute your creative ideas to enhance our events and streamline our processes.
- Ensure that all interactions, both internal and external, are handled with professionalism and a positive attitude.
- Someone who is detail oriented and can juggle many responsibilities.

If you are a team player with strong organizational skills, a knack for event planning, and fluency in both English and French, we would love to hear from you. Join us to make a difference in the agricultural community and be part of a collaborative and supportive team.

### Duties and Responsibilities

#### 1. Meeting & Event Planning:

- Conference coordinator for the CFA’s Annual General Meeting, Quarterly Board Meetings, Tripartite Summer Roundtable, various internal committee calls, webinars, and other meetings and conference calls as needed.
- Prepares notices of meetings & member communications regarding meetings.
- Prepares agendas in coordination with the Executive Director and other staff members.
- Negotiates contracts and coordinates arrangements with hotels, and meeting vendors.

- Manages & tracks registration of delegates.
  - Coordinates travel arrangements, hotel accommodation and registration for the Executive Director and Executive members and staff (as required) for national and international meetings and conferences.
2. Document Handling & Distribution:
- Ensures that working and meeting files are appropriately maintained.
  - Ensures and oversees translation of documents as appropriate.
  - Preparation of meeting materials for the President and Executive Director as required.
  - Ensures that incoming mail and documents are distributed to the President, Executive Director, and staff as required.
  - Ensures that the Board and Annual Meeting documents are appropriately maintained.
  - In collaboration with the Executive Director, responsible for overseeing, booking, and managing President's meeting and travel schedule.
3. Other:
- Supports the Executive Director in the maintenance and updating of HR policies and procedures, including coordinating sign-off on all internal policy documents by CFA staff.
  - Liaise with other administrative staff in CFA members' offices as required.
  - Any other duties required by the Executive Director, CFA staff and/or members of the Board of Directors
  - Assists with administrative finance items as needed, such as monthly bank reconciliations.

### **Ideal Candidate Profile**

To excel as a CFA Executive Assistant and Event Planner, you should:

- Have a genuine interest in administration and event planning.
- Are interested in the agriculture and agri-food industry, eager to connect with stakeholders in this sector.
- Be a confident communicator, capable of building strong relationships with stakeholders & staff while having excellent people skills.
- Enjoy turning ideas into reality, taking event planning projects from concept to launch with enthusiasm.
- Be tech-savvy and adept at working and communicating in virtual settings when required.
- Feel comfortable collaborating within a team, yet equally at ease working independently. You don't hesitate to ask for help when needed.
- Have excellent time management skills and a proven ability to meet deadlines consistently.
- Exhibits a high level of diplomacy and professionalism in both verbal and written communication.
- Be resourceful, able to adapt to shifting priorities without losing focus.
- Stay organized and multitask effectively while maintaining a positive attitude.

### **Qualifications**

- Post-secondary education, preferably in Office Administration, Event Planning, or equivalent experience.
- Proficiency with Microsoft office applications and Adobe Acrobat Pro, and aptitude for learning new software and systems.
- Bilingualism in French and English is essential.

### **Salary Range**

Annual salary of \$50,000 - 65,000, commensurate with qualifications/experience.

## **Working Conditions**

Full-time position

Some travel required within Canada.

Anticipated Start Date: As soon as possible.

## **Instructions:**

Candidates are invited to send their cover letter and resume to [office@canadian-farmers.ca](mailto:office@canadian-farmers.ca) by no later than May 10<sup>th</sup>. For additional information on our organization, please visit our website at <https://www.cfa-fca.ca/>. We thank all applications for their interest, however, only those selected for an interview will be contacted.

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