

## **Trade Policy and Office Assistant – Ottawa, Ontario**

The Canadian Agri-Food Trade Alliance (CAFTA) seeks a trade policy and office assistant to provide technical and administrative support related to the preparation of trade policy work and to ensure the efficient operations of the Ottawa-based office. The successful candidate will have a proven interest in/familiarity with trade policy and have good writing and organizational skills.

### **Job Description**

Reporting to the Executive Director, the Trade Policy and Office Assistant will play an operational support role in backing the mandate of the organization.

The Trade Policy and Office Assistant will undertake trade policy research and be responsible for the documentation, preparation, dissemination of trade policy materials (presentations, briefings etc), the organization of advocacy meetings and the coordination of communication activities and events. The Trade Policy and Office Assistant will also responsible for ensuring effective office operations including organizing and filing of mail, managing and maintaining records, coordination with service providers and other administrative tasks.

### **Desired Skills and Experience**

Qualifications:

- Related university degree
- Experience conducting research and compiling data on a variety of topics for briefings and reports
- Strong computer skills in MS Office, especially in Excel
- Good written communication skills
- Previous internet research skills
- Knowledge of international trade
- Assets: French

### **Responsibilities**

- Providing daily administrative support to the Executive Director
- Preparing, drafting and updating presentations, letters, trade briefings, newsletter
- Coordinating the logistics of meetings and events (internal and external)
- Maintaining records and updating of database
- Other projects as assigned such as preparing research background/ information on issues, drafting letters/documents and assisting with special initiatives at the request of the Executive Director

### **How to apply**

Please send your cover letter and resume in one document to [cciteau@cafta.org](mailto:cciteau@cafta.org). Please indicate your “Trade Policy Assistant - last name” in the subject line of your email. No phone calls please.

### **Work hours and pay**

This is a part-time position based in Ottawa for up to 26 hours per week, starting immediately. Salary will range between \$15 and \$18 per hour and be commensurate with experience.

**Closing Statement**

We thank all applicants for their interest. All applications will be reviewed to determine which candidates' qualifications most closely match the advertised requirements. Only individuals selected for interviews will be contacted.

**About CAFTA**

The Canadian Agri-Food Trade Alliance is a coalition of national and regional organizations that support a more open and fair international trading environment for agriculture and agri-food. CAFTA's members include producer organizations, processors, marketers and exporters from the major trade dependent sectors in Canada. Together, these sectors represent 90 per cent of Canada's agriculture and agri-food exports, about \$54 billion in business annually and an economic activity that support hundreds of thousands of jobs.