Small Ruminant Livestock Assistant

Are you serious about making your mark, getting hands-on work experience and learning more about careers in the Ontario Public Service? This position will provide an excellent opportunity for those interested in a career in livestock production, research or the agricultural service sector. This position will provide the opportunity to learn about the sheep and goat sectors within the province.

Organization: Ontario Ministry of Agriculture Food and Rural Affairs (OMAFRA)

Division/Branch: Economic Development Division / Agriculture Development Branch

Position Title: Summer Student–Small Ruminant Livestock Assistant

Job Term: Temporary for up to 14 weeks

Location: 322 Kent Street West, Lindsay, Ontario K9V 4T7

Salary: $14.85 / hour, based on a 36.25 hour work week

Posting Period: Monday, January 13, 2020 – Thursday, February 13, 2020

Duties:

➢ Projects will primarily be office-based with some field work assisting with applied research projects
➢ Assist in the coordination of events, programs and projects (e.g. workshops, demonstrations, meetings, etc.) working with key stakeholders and clients in delivery of programs and information.
➢ Assist with summer applied research and demonstration projects. There will be some field work including farm tours and collection of data and/or samples for research projects.
➢ Office work will include data analysis, organizing events, providing customer service assistance and assisting with the production of technical information.
➢ Assist staff to gather existing and conduct new literature reviews and develop written reports and presentation materials on key projects.
What we are looking for? Please review the qualifications for this position:

➢ You apply your interpersonal skills to work within a multi-disciplinary team and participate in meetings.
➢ You apply your observational skills and attention to detail to conduct research, field monitoring and data entry.
➢ You apply your written communication skills to prepare a variety of documents (e.g. reports, factsheets, and articles).
➢ You are familiar with computer based software applications including MS Office, Internet, Excel, MS Outlook and PowerPoint to perform data entry, conduct analysis, prepare reports, prepare information for the website, track and compile information. You are familiar with looking up specific papers for the purpose of conducting literature reviews.
➢ You can work in an outdoor environment and within barn environments with some light physical activity involved, including light lifting.
➢ You work independently or as part of a team; you plan, organize and prioritize your work to meet competing deadlines.
➢ You are familiar with farming and livestock production.
➢ You are willing to travel to rural locations and must have a minimum Ontario G2 Driver’s Licence.

How to Apply:

✓ You must demonstrate how you meet the eligibility criteria, skills and experience we are looking for clearly, completely and concisely. We rely on the information you provide to us.
✓ You must be a resident of Ontario and must be eligible to work in Canada.
✓ You must be between 15 - 24 years of age (up to 29 with disability) on the first day of employment.
✓ You must be currently enrolled in a secondary or post-secondary school, OR be on a known academic break OR have completed all academic requirements for graduation within 6 months of first day of employment.

You must provide your cover letter and resume either:

- Electronically to: jillian.craig@ontario.ca in any of the following formats: PDF, WORD, plain or rich-text format (.pdf, .doc, .docx, .txt and .rtf); or
- In paper/hard copy to Supervisor: Jillian Craig, OMAFRA, 322 Kent Street West, Lindsay, ON K9V 4T7

If you have accommodation needs, require communication supports or alternate formats and wish to apply please contact Supervisor Jillian Craig (705-341-1246)

Closing Date: Thursday, February 13, 2020

We thank all those who apply; however only applicants selected for an interview will be contacted.