

Beef Cattle Livestock Assistant

Are you looking to contribute to projects related to beef production in Ontario? Are you interested in getting hands-on work experience, while learning more about career opportunities within the Ontario Public Service? Do you thrive off of finding answers to challenging questions? If you have answered yes to these questions, consider applying for the Beef Livestock Assistant position at the Ontario Ministry of Agriculture, Food and Rural Affairs. This position provides an excellent opportunity for anyone interested in a career in livestock production, research or the agricultural service sector. The position will cover beef and veal cattle production.

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

Division/Branch: Economic Development Division / Agriculture Development Branch

Position Title: Summer Student–Beef Cattle Livestock Assistant

Job Term: Temporary for up to 14 weeks

Location: 1 Stone Road West, Guelph ON, N1G 4Y2

Salary: \$15.10 / hour, based on a 36.25 hour work week

Duties will include:

- Data collection and database management
- Assisting with the production of technical information such as newsletters, updating web pages, etc.
- Assist staff with literature reviews and develop written reports and presentation materials
- Assist in the coordination of events, programs and projects (e.g. workshops, demonstrations, meetings, etc.)
- Work with key stakeholders and clients in the delivery of programs and information
- Work will be a mix of office-based and field-based, primarily assisting with planning and executing applied research projects related to beef and veal cattle in Ontario

What we are looking for?

- You are able to coordinate and take part in meetings and events using virtual platforms
- You have interpersonal skills to work within a multi-disciplinary team and participate in meetings
- You have observational skills and attention to detail to conduct research, field monitoring and data entry
- You have 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 and database management software to perform data entry, conduct analysis, prepare reports, prepare information for the website, and track and compile information

- 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 can work outdoors, in a barn, and in an office
- You are able to perform light physical activity while conducting research activities
- You are willing to travel to rural locations and must have a minimum Ontario G2 Driver's Licence

How to Apply:

- ✓ You must clearly demonstrate how you meet the eligibility criteria, skills and experience we are looking for. Please remember that 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 have completed all academic requirements for graduation within 6 months of first day of employment.
- ✓ You must be on a known academic break

You must provide your cover letter and resume:

- electronically to: megan.vanschaik@ontario.ca in any of the following formats: PDF, WORD, plain or rich-text format (.pdf, .doc, .docx, .txt and .rtf);

If you have a disability and require accommodation to apply please contact Megan Van Schaik (519-820-4175)

Closing Date: February 15th, 2021 11:59 pm

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