

PAID INTERNSHIP OPPORTUNITY

Policy and Outreach Coordinator Organic Trade Association in Canada



Beginning January 2010, the position will last six months and will be located in Sackville, New Brunswick. The position is for 35 hours per week at \$12 per hour. The position will provide the successful applicant with the opportunity to work directly with the director of a national not-for profit environmental organization representing organic agriculture and trade. The Policy and Outreach Coordinator will take part in day-to-day activities of the organization, including membership outreach and communications, research, public communications and sectoral communications. Basic project management and project reporting will also be an important element of the position. The candidate will have the opportunity to develop an internship project, under the director's supervision, with a direct application to environmental and agricultural policy and programs in Canada.

The intern will leave the position having a strong capacity in managing multiple and at-times competing tasks and priorities; providing excellent communications, information and services to members; communicating technical information in a publicly accessible way; leveraging public interest in environment and food issues in order to promote internal priority issues; basic website writing and maintenance skills; advanced oral and written communications skills; and project management and reporting. The intern will acquire a comprehensive understanding of organic agriculture and trade, including Canadian and international environmental research.

Qualifications and skills:

- Applicant must be under 30 years of age;
- Two or more years of post-secondary education;
- Experience in an office setting, working with people, or conducting research;
- Experience working with common word processing, spreadsheet, presentation and database software;
- Excellent English communications skills (writing, speaking and reading);
- Fluency in French is not mandatory but considered an asset;
- Critical thinking, strong communications, self-direction.

Interested applicants should send a curriculum vitae and cover letter outlining their interest and qualifications by email to the attention of Matthew Holmes, managing director, OTA in Canada: mholmes@ota.com no later than 4PM (Atlantic) on Monday, January 11, 2010. Only those applicants selected for an interview will be contacted. Visit www.ota-canada.ca for information on OTA in Canada.

This position is being offered through the Youth Eco Internship Program at YWCA Canada with funding from the Government of Canada's Economic Action Plan. The YEIP particularly encourages applicants from visible minority, Aboriginal, immigrant, refugee and traditionally marginalized communities to apply, and is committed to providing employment supports wherever possible. Please visit www.yeip.ca for more information.