



Organizational Overview:

The Middle Musquodoboit Agricultural Society (MMAS) is a not-for-profit organization dedicated to supporting and promoting agriculture and food in the Musquodoboit Valley. The main activities for MMAS are to maintain and enhance the exhibition grounds in Middle Musquodoboit and to operate the Halifax County Exhibition in Middle Musquodoboit.

Job Title: Event and Administrative Assistant

Location: Middle Musquodoboit, NS

Employment Terms: One position is available for 8 weeks from July 3 to August 25, 2023. Compensation: \$16 per hour. Successful candidates are required to work some weekends.

Duties and Responsibilities:

- Assist in organizing and hosting the 2023 Halifax County Exhibition
- Supporting the 2023 Exhibition Managers
- Answering phone calls and emails
- Help obtain and organize prizes (ribbons, gifts, gift cards, trophies)
- Organize Gift Basket of Musquodoboit Valley Products for door prize at exhibition
- Organize livestock entries and coordinated exhibitor packages
- Coordinate with concessions when needed
- Help to promote the HCE on social media and attend summer events such as Farmer's Markets.
- Print entry forms and waivers for all events & livestock
- Help provide website updates to the web master by sending schedules, photos and other information.
- Organize and facilitate children's events (ie. Farmer Frenzy)
- Help create signage and posters for promotion on grounds
- Help to prepare buildings and displays for Exhibition week
- Grounds maintenance (weeding, painting, cleaning, etc.)

Skills and Qualifications:

- Strong communication and interpersonal skills
- Organizational and time management skills including attention to detail
- Team-oriented but able to work independently
- Knowledge of various software programs (e.g. Microsoft Office, Adobe, Canva)
- Knowledge of Nova Scotia agriculture
- Must have valid Nova Scotia driver's license and access to a reliable vehicle

Eligibility:

This position is partially funded through the Canada Summer Jobs program. To qualify under this program, you must be:

- between the ages of 15 and 30, inclusive, at the start of employment;
- a Canadian citizen, permanent resident or whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- legally entitled to work according to the relevant provincial/territorial legislation and regulations.
- International students are not eligible under this program.

Please submit cover letter and resume to halifaxcountyex@bellaliant.com. Deadline: June 9, 2023 Candidates contacted for an interview must be available via Zoom between June 15 to 23.