



**Careers
on the Grow**



Event & Stakeholder Relations Co-Ordinator

Company: Canadian Federation of Agriculture

Reports To: Director of Communications & Stakeholder Relations & Event Lead/Planner

Format & Location:

Position can be located throughout Canada (Virtual) but there may be several in person off site events throughout the contract [i.e., New Brunswick (July 2023) & PEI (Sept. 11th week, 2023).]

CFA headquarters is in Ottawa, ON

Length of Internship: 14-week internship - starting June 2023 to end of mid-September 2023 - 35 hours a week

About CFA

The Canadian Federation of Agriculture is a not-for-profit association and is the national voice for over 190,000 Canadian farmers and farm families.

To learn more about the CFA and its members/priorities, please refer to our website at: www.cfa-fca.ca.

About the Role

This role will primarily be assisting in coordinating/event planning for CFA's two significant conferences in Summer 2023. The first is the July 2023 CFA Summer Meeting & FPT Roundtable taking place in New Brunswick with approximately 150 attendees comprised of CFA Members, industry and corporate stakeholders, media and political officials.

The second meeting in Charlottetown, PEI is the North American European Union Farm Leaders meeting that the CFA is hosting the week of September 11th, 2023. This is a unique conference with farm leader delegates from Europe, U.S., Mexico and Canada (approx. 200 to 250 delegates).

If you are seeking to work virtually or in a hybrid role with a small team and are a positive, multi-tasking professional who takes great pride in your work and collaboration, then the CFA may be the right fit for you.

Meeting and Event Planning - You will:

- Responsible for assisting team in all necessary meeting arrangements (meeting rooms, hotels, catering requirements, audio/visual requirements, etc.)
- Work with conference vendors and conference hotel representatives to ensure completion of specific projects (i.e., gala décor companies, agriculture tour coordination, conference entertainment vendors)



**Careers
on the Grow**



- Complete administrative skills associated with conference planning and reporting to CFA management
- Work with CFA Corporate Leaders & Event Sponsors to ensure benefits are executed
- Assist in convention registration tracking for delegates/members/media
- Organizing Virtual Meetings & Conference Calls where applicable
- Providing input to internal team on key event logistical details
- Communicate with convention delegates on registration & meeting queries
- Work with translation services, as directed by CFA
- Assist in updated conference budgets in a timely/concise manner with oversight from leadership team.
- Respond to routine information requests and directs calls to appropriate department personnel
- Assist Communications to execute press room/press conferences for the NA/EU International meeting
- Assist in developing social media and internal convention promotions (i.e., sponsor thank you's, etc.)

You are:

To be successful as a CFA Intern, you should:

- Have an interest working in the area of communications, public relations, event planning and/or marketing
- Have an interest working in the areas/industry sector of agriculture & agri-food
- Feel confident communicating with stakeholders and have strong people skills.
- Excited to develop event planning projects from concept to launch.
- Strong skills for working and communicating virtually when needed.
- Be comfortable working both as part of a team and independently.
- Excellent time management
- Able to meet deadlines
- Understand social media and have a creative mindset
- High level of diplomacy, professionalism, and speaking/writing skills
- Resourceful and able to manage several shifting priorities
- Organized and a good multi-tasker with a positive attitude
- Bilingualism in English and French and/or Spanish is an asset

Other helpful information:

- You should be comfortable using the Microsoft suite of applications (Word, PowerPoint, Excel, etc.), Microsoft Teams, and Zoom.
- A reliable internet connection will be required if working remotely.
- A personal laptop will be needed as well as a reliable internet connection with audio/video conferencing capabilities will be required.



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- Any long-distance phone charges or office supplies, etc. that are incurred will be covered by the CFA
- Comfort supporting CFA representatives virtually, networking with others and participating in hands-on convention on-site experiences