

**The Ontario Association of Agricultural Societies (OAAS is seeking a part-time Administrative Assistant to work most of the time remotely.** Reporting to the OAAS Manager, the Administrative Assistant will assist with the day-to-day operations of the OAAS. At times the successful applicant will be required to work evenings and weekends.



**Areas of Responsibility include (but are not limited to):**

The list of regular duties below is not exhaustive, as flexibility is key in this role.

Other duties may be assigned as needed:

- Cover general office tasks, including email.
- Refer correspondence to the Manager as required
- Ensure proper notification of all meetings as per OAAS policies and procedures
- Ensure the circulation of agendas and meeting materials in consultation with the Manager
- Record, prepare and distribute minutes, for OAAS Board meetings and AGM, as per OAAS policies and procedures (note: meetings take place on evenings and weekends)
- Assist in proofing, formatting, drafting documents, papers, correspondence (letters, memos, emails, etc.) and presentations.
- Assist in maintaining the Association Management Software program database
- Assist with keeping the OAAS website current and up to date, and by monthly news e-blast
- Distribute Judging Standards books, passports, promotional materials, and supplies to agricultural societies
- Prepare and distribute OAAS Awards
- Track 'OAAS District Event Registration Forms' and forward forms to our insurance company when proof of liability insurance is required
- Assist with preparing and distributing "OAAS Agricultural Societies and Fair Directory" and "OAAS Agricultural Societies Fair Dates" Brochures to agricultural societies and tourist centres.
- Assist with the preparation of the OAAS Annual Report.
- Assist the Manager and Convention Administrator with the annual convention as required
- Attend Annual Convention (February) and in-person board Meetings (Oct. & possibly April)

**This position requires:**

- Demonstrated experience supporting executives and/or board members AND/OR office administration AND/OR equivalent experience
- Excellent oral and written communication skills.
- Ability to schedule duties at irregular hours, including evenings and weekends
- Experience with a variety of social media platforms
- Ability to work on your own and be a self-starter
- Knowledge of agriculture and Agricultural Societies would be a strong asset
- Must have internet access, and OAAS will provide a computer
- Ability to work with minimal supervision

**Salary:**

\$15.50 to \$20.00 an hour for up to 15 hours per week.

6-month contract with the option of renewal, beginning March 1, 2023

Forward covering letter and resume to the Ontario Association of Agricultural Societies at [info@oasfairs.com](mailto:info@oasfairs.com) on or before Friday, December 16, 2022 (11:59 pm EST)

Any questions should be directed to the above email address. No telephone inquiries, please.

We thank all applicants for their interest, however only those selected for an interview will be contacted.