

October 20

October 20th, 2014

Market Research & Policy Assistant

Canadian Agri-Food Trade Alliance (CAFTA) – Ottawa, Ontario, Canada Area

Job Description

Reporting to the Executive Director, this Ottawa-based position plays an integral research and analytical role in backing the mandate of the organization.

The position monitors and analyzes opportunities, issues, trends and policy developments related to benefits of free trade agreements for Canada's agriculture and agri-food sector. This is a position that provides supports towards the development of strategic initiatives and is focused on key priority export markets.

The job responsibilities include the monitoring, research and analysis of data from a wide variety of sources to support the development of information tools (fact sheets, briefings, reports, presentations).

Work hours and pay

This is a part-time position for up to 60 hours per month, starting immediately. Salary will range between \$15 and \$18 per hour and will be commensurate with experience.

Desired Skills and Experience

Qualifications

- Related university degree
- Experience conducting research on a variety of topics for studies and reports
- Strong computer skills in MS Office, especially in Excel
- Good verbal and written communication skills
- Previous internet research/updating skills
- Knowledge of international affairs and trade
- Knowledge of Canada's agriculture and agri-food sector an asset

The ideal candidate will be a university student completing studies in international affairs/international trade.

How to apply

Please send your cover letter and resume in one document to info@cafta.org. Please indicate your last name and the position you are applying for in the subject line of your email.

Closing Statement

We thank all applicants for their interest. All applications will be reviewed to determine which candidates' qualifications most closely match the advertised requirements. Only individuals selected for interviews will be contacted.

About CAFTA

The Canadian Agri-Food Trade Alliance is a coalition of national and regional organizations that support a more open and fair international trading environment for agriculture and agri-food. CAFTA's members include producer organizations, processors, marketers and exporters from the major trade dependent sectors in Canada. Together, these sectors produce almost 80 per cent of Canada's agriculture and agri-food exports, conduct about \$50 billion in business annually and directly employ close to 500,000 Canadians.