



<https://www.internshipscanada.online/job/aafc-internships/>

AAFC Internships 2023 New Application

Description

Agriculture and Agri-Food Canada (AAFC) is seeking a dynamic and dedicated individual to join our team as the AAFC Internship Program Coordinator. The successful candidate will play a pivotal role in managing and promoting the AAFC Internships, a program aimed at providing valuable work experience to students and recent graduates interested in the field of agriculture and agri-food.

Responsibilities

1. **Program Management:**
 - Plan, coordinate, and administer the AAFC Internship Program, ensuring it aligns with the department's goals and objectives.
 - Oversee the selection and placement of interns within various AAFC branches and units.
2. **Recruitment and Outreach:**
 - Collaborate with HR teams and departmental managers to identify internship opportunities.
 - Develop and implement a comprehensive outreach and recruitment strategy to attract a diverse pool of interns.
3. **Intern Support:**
 - Act as the main point of contact for interns, providing guidance, mentorship, and support throughout their internship.
 - Monitor intern performance and ensure they receive necessary training and resources to excel in their roles.
4. **Compliance and Reporting:**
 - Ensure that the AAFC Internship Program complies with government regulations and policies.
 - Maintain accurate records, track key metrics, and prepare regular reports on the program's effectiveness.
5. **Program Promotion:**
 - Develop and implement marketing and promotional strategies to raise awareness of the AAFC Internship Program.
 - Attend career fairs, conferences, and other events to showcase the opportunities available within the department.

Qualifications

- Bachelor's degree in Human Resources, Agriculture, Business Administration, or related field.
- Demonstrated experience in program coordination, recruitment, or human resources.
- Strong organizational and communication skills.
- Ability to work collaboratively with diverse teams and stakeholders.
- Knowledge of agriculture and agri-food industry is an asset.

Job Benefits

- Competitive salary and government benefits package.

Hiring organization

Agriculture and Agri-Food Canada

Employment Type

Intern

Duration of employment

3 Months

Industry

Government

Job Location

Montreal, Québec, Canada, H2Y,
Montreal, Québec, Canada

Working Hours

09

Date posted

April 8, 2024

Valid through

30.10.2026

- Opportunity to contribute to the growth and development of the agriculture and agri-food sector in Canada.
- Professional development and training opportunities.
- A supportive and inclusive work environment within a respected government department.

Contacts

Step 1: Prepare Your Application

Before applying, make sure you have the following documents ready:

1. **Your Resume:** Create a comprehensive resume that highlights your relevant qualifications, education, work experience, and any skills or certifications that are relevant to the position.
2. **Cover Letter:** Write a well-crafted cover letter that outlines your qualifications, experiences, and your genuine interest in the AAFC Internship Program Coordinator role. Be sure to demonstrate how your skills and background make you a suitable candidate for the position.

Step 2: Visit the Application Portal

Check the official Agriculture and Agri-Food Canada website or the government's job application portal to find the specific application process and portal for this position.

Step 3: Complete the Online Application

Follow the instructions on the application portal. You may need to create an account or sign in to an existing one. Here are the general steps you'll typically follow:

1. Fill in your personal information, contact details, and employment history.
2. Upload your resume and cover letter as attachments.
3. Answer any additional questions or provide requested information related to the application.
4. Review and submit your application.

Step 4: Application Deadline

Make sure to submit your application before the specified application deadline mentioned in the job description. Late applications may not be considered.

Step 5: Follow-Up

After submitting your application, you may receive an email confirmation or acknowledgment. Be sure to check your email regularly for updates on the status of your application, including potential invitations for interviews or further assessments.