



The PEI Federation of Agriculture is seeking a
Advance Payment Program Officer

Founded in 1941 to provide a united voice for Island Producers, the PEI Federation of Agriculture is the province's largest general farm organization. We are a not-for-profit, democratic organization of Island farmers working together for the betterment of primary producers.

Reporting to the Executive Director and working with a team, the Program Officer be responsible for the execution of a Federal loans program for agriculture. Scope of Duties includes:

- Meeting with producers
- Discussing financial obligations
- Document preparation
- Communicating with financial institutions and Agriculture and Agri-Food Canada
- On-farm inspections
- Other administrative duties.

Additionally, the Program Officer will be called upon to fill in other roles as the job may require.

Qualifications:

The successful candidate should have successfully completed an education in accounting and/or business administration. Previous agriculture related work experience is considered an asset. Consideration will be given to a work schedule less than full time in the off season with the bulk of the work load focused from April to September.

The successful candidate must be skillful in the use of Excel and Word and experience in Simply Accounting would be an asset. Excellent interpersonal and communication skills including the ability to work well with others are required. Attention to time and detail are necessary.

The successful candidate will need to hold a valid driver's licence as provincial travel will be required.

The PEIFA offers a competitive salary and benefits package and provides an excellent opportunity for personal growth and challenge.

**Candidates are invited to provide a resume, and covering letter outlining salary expectations by:
October 15, 2020 to info@peifa.ca**

We thank all applicants for their interest in the PEI Federation of Agriculture. However, only those selected for an interview will be contacted.