

Office Administrator (Part-Time)

Kent Federation of Agriculture (KFA)

Ridgetown / Chatham-Kent, Ontario

The Kent Federation of Agriculture is seeking a part-time Office Administrator with strong administrative skills and a solid understanding of agriculture and rural issues.

This position supports the President, Executive, and Board of Directors in carrying out the organization's advocacy, member service, communications, and event responsibilities.

The Office Administrator reports directly to the current KFA President and plays a key role in supporting the KFA's work, including efforts to promote the economic and social well-being of farmers, provide members with information on agricultural issues, and increase public awareness of agriculture and the food system.

Responsibilities include

- Bookkeeping and basic financial administration
- Preparing agendas, taking accurate minutes, correspondence, and reports
- Coordinating board communications and responding to member inquiries and phone calls
- Assisting with meetings, events, and public outreach activities
- Maintaining office records, membership information, and filing systems
- Supporting newsletters, email communications, and basic website updates
- Working closely with the President and Executive to help ensure deadlines and organizational priorities are met

Qualifications

- Experience in office administration and bookkeeping
- Proficiency with QuickBooks and Microsoft Office / Microsoft 365
- Strong written and verbal communication skills
- Strong organizational skills and ability to work independently
- Ability to manage multiple tasks and meet deadlines
- Strong customer service skills, including handling phone calls and inquiries from KFA members
- Ability to take accurate meeting minutes
- Familiarity with agriculture, farm organizations, or rural communities is an asset

Nice-to-have skills

- Experience with Facebook and other social media platforms
- Familiarity with WordPress and basic website updates

Position details

Hours: Part-time, minimum 4 hours per day, 3 days per week, Monday to Friday, with approximately one evening meeting per month.

Compensation: \$22-\$26 per hour.

Application deadline: May 7, 2026

Background check: A background check will be required before employment.

To apply: Please send your cover letter and resume to James E. Brackett, President, Kent Federation of Agriculture, at jamesearl@ciaccess.com.

Accessibility

The Kent Federation of Agriculture is an equal opportunity employer. Accommodation is available on request throughout the recruitment, selection, and assessment process in accordance with the Accessibility for Ontarians with Disabilities Act, 2005.