



OFFICE ASSISTANT

Title: Office Assistant, 4-H Nova Scotia

Reporting to: Executive Director

Location: 4-H Nova Scotia, Truro, N.S.

Position Status: Seasonal-Temporary

Vacancies: 3

Salary: \$15.00 - \$18.00 per hour. 37.5 hours per week for up to 16 weeks.

Start date: As early as April 24, 2023

WHO WE ARE

4-H is a nationwide, family-oriented, community-based youth organization dedicated to developing young Canadians and encouraging them to become responsible members of society. 4-H NS promotes leadership, encourages the care and responsibility of our resources, and builds positive life skills to secure a sustainable future for Nova Scotia. 4-H Nova Scotia supports various events and programs to contribute to positive youth development.

RESPONSIBILITIES

The 4-H Summer Office Assistant will work out of the Provincial Office in Truro, NS, to support the planning, facilitation, and hosting of provincial 4-H programs and events.

Duties include but are not limited to:

- Develop resources to support 4-H programming that aligns with the 4-H Pillars
- Attend and assist with 4-H Provincial events
- Assist with planning of recreational and educational programming
- Conduct special projects and support to regional staff across the province as needed
- Support the coordination and execution of provincial 4-H NS events
- Support administrative activities within the office, including data entry and recording

QUALIFICATIONS

The successful candidate must:

- undergo a Police Record Check, a child abuse registry, and additional screening.
- have a valid driver's license and access to a reliable vehicle.

Assets

- First Aid/CPR, WHMIS training, Occupational Health & Safety
- Knowledge of the 4-H program in Nova Scotia
- Knowledge of the agricultural industry in Nova Scotia
- Proficiency with Microsoft Office Suite

APPLICATION

We encourage individuals of designated diversity groups (such as Mi'kmaq or Indigenous, visible minorities, persons with disabilities, women in under-represented occupations, or international student graduates) to self-identify in their applications. To ensure transparency in the 4-H NS community and meet funding requirements, applicants who may have a perceived conflict of interest with 4-H NS must acknowledge this in their application.

Send your resume directly to info@4hnovascotia.ca; please reference the position in the subject line. Only applicants selected for an interview will be contacted.