



REGIONAL ASSISTANT

Title: Regional Assistant, 4-H Nova Scotia
Reporting to: Executive Director
Location: Semi-Remote, across Nova Scotia
Position Status: Seasonal-Temporary
Vacancies: 10
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, 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

Regional Assistants will support the Regional Program Coordinators with program planning and delivery across their region. The regions include Southwest, Valley, Central, Eastern, and Cape Breton. **Please indicate your area(s) of interest in your application.**

Duties include but are not limited to:

- Attend and assist in the planning and delivery of 4-H Regional and Provincial events
- Active participation and engagement at regional activities and events
- 4-H member and leader training
- Conduct special projects and support to regional staff across the province as needed
- Support administrative activities, 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 careers@4hnovascotia.ca; please reference the position in the subject line. Only applicants selected for an interview will be contacted.