

Summer Office Assistant

4-H NS Scotia



Title: Office Assistant, 4-H Nova Scotia

Reporting to: Executive Director

Location: Semi-Remote, across Nova Scotia

Position Status: Seasonal - Temporary

Vacancies: 3

Salary: \$16.00 - \$18.00 per hour | 35 hours per week for up to 16 weeks

Start date: As early as April 29, 2024

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

The 4-H Summer Office Assistant will work out of the 4-H NS 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 careers@4hnovascotia.ca; **please reference the position in the subject line.** Only applicants selected for an interview will be contacted.