

4-H Branch Regional Summer Assistant (3 positions)

Government of Alberta – Reports to various 4-H Branch Specialists (in Airdrie, Vermilion, or Barrhead)

The 4-H Alberta Regional Summer Assistant will provide coordination, planning and administrative support for multiple projects and initiatives that occur during the summer months, including summer programs and livestock shows.

We are looking for someone who is detail-oriented, works well with others, and doesn't mind some travel throughout the province. This position has a competitive salary and will provide you with a fulfilling summer as well as marketable work experience.

Position Responsibilities:

Our Regional Summer Assistant position is a dynamic job. In addition to the administrative functions that you must perform, you may have the opportunity to develop a regional communication training program for our 4-H youth. You will provide support to the many programs we offer throughout the summer months – whether this is at a horse camp, horse shows, beef clinics, or regional summer camps. Other responsibilities will include, but not be limited to:

- Coordinating 4-H travel and exchange opportunities;
- Ensuring sponsor recognition;
- Completing evaluations and documenting results;
- Responding to client inquiries;
- Following and promoting the 4-H Branch's mission statement and business plan;
- Other duties as required.

Must Have:

You must have completed one year of post-secondary education. You must have the ability to drive.

Like to Have:

Familiarity with 4-H Alberta is an asset. We'd like for you to have proficient administrative skills, be detail-oriented, and have experience with Microsoft Office Suite. The ability for you to be able to work well independently and have strong interpersonal and communication skills is important. We would like to have someone who conducts themselves professionally, demonstrates developed decision-making and problem solving skills, and has the ability to self-prioritize.

We look forward to receiving your application and hope you will be a part of our team in 2015!

Applications will be accepted until Monday, March 16, 2015. The position will not be filled until a suitable candidate is found. We offer a competitive wage range of \$14-\$19 an hour. Length of employment will be from approximately May 1, 2015-August 31, 2015.

Please submit cover letters and resumes to: Katelyn Strang, Programs Specialist, 4-H Branch, Alberta Agriculture and Rural Development (katelyn.strang@gov.ab.ca), T 403-948-8509.