

# 4-H Section Regional Summer Assistant (3 positions)

*Reports to various 4-H Section Specialists (in any GOA 4-H office)*

The 4-H Section Regional Summer Assistant will provide administrative support and coordination for multiple 4-H projects and initiatives that occur during the summer months, including: events, livestock shows, and programs. This position has a competitive salary and will provide you with a fulfilling summer as well as marketable work experience. Length of employment will be from approximately May 1, 2017- August 25, 2017.

## Position Responsibilities:

This is a dynamic job with varied responsibilities, including but not limited to:

- Providing administrative support (including: data entry, compiling supply orders, creating evaluations for program assessment);
- Assisting in the coordination and planning of project specific events;
- Developing program materials;
- Providing support at programs (livestock programs, shows, clinics);
- Communicating with clients.

## Position Requirements

You must have completed one year of post-secondary education and be returning to academic studies in September. You must have a valid Class 5 driver's license.

The following will lead to success in this position:

- Familiarity with 4-H and livestock projects;
- Proficient administrative skills (detail-oriented, experience with Microsoft Office Suite);
- Ability to work well independently with limited supervision;
- Strong communication skills;
- Willing to travel inter-provincially;
- A high degree of professionalism and an ability to self-prioritize.

4-H is a section of the Government of Alberta's ministry Alberta Agriculture and Forestry. Through the promotion of agriculture advocacy, community engagement, and developing leadership, interpersonal, and technical skills in rural youth and volunteers, 4-H has become the premiere youth agriculture program in Alberta. We look forward to receiving your application and hoping you will be a part of our team in 2017!

## To apply send your resume and cover letter to:

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**DEADLINE: MARCH 26, 2017**