



# 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

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## 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.

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## 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

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## 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

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## 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](mailto:info@4hnovascotia.ca); please reference the position in the subject line. Only applicants selected for an interview will be contacted.