



## B.C. 4-H PROGRAM COORDINATOR/ADMINISTRATION

### POSITION SUMMARY:

Under the general direction of the Manager and working in close collaboration with other B.C. 4-H staff and B.C. Ministry of Agriculture and Lands, Youth & Community Development Program staff (YCDP), the program coordinator/administration position is responsible for provincial 4-H program administration and participation in national and international 4-H programs.

### DUTIES AND RESPONSIBILITIES:

The Program Coordinator/Administration position will be responsible for:

1. Prepare program advertising for each individual provincial program for distribution to Key Leaders, B.C. 4-H newsletter and the website
2. Correspond with delegates about travel arrangements and complete program administration requirements
3. Partner with YCDP staff in program administration and delivery
4. Represent B.C. 4-H at programs across the province as necessary
5. Work with national 4-H staff on the administrative details for B.C.'s participation in national 4-H programs.
6. Compile, prepare and distribute various publications to the 4-H community
7. Work with Manager on program budgets and basic book keeping
8. Administrative support of B.C. 4-H provincial office
9. Website organization including layout and design
10. Work with B.C. 4-H Foundation
11. Other duties as assigned by the Manager

### POSITION REQUIREMENTS:

- Knowledge of the B.C. 4-H program
- Have exceptional interpersonal skills, ability to problem solve and apply critical thinking
- Be a self-starter, able to provide leadership to and collaborate with others in a team environment
- Have excellent written, oral and presentation skills
- Be creative and results orientated, organized and flexible
- Have strong typing skills and excellent computer skills, including Microsoft office suite, Simply Accounting, website design programs
- Be able to multi-task, work in a multiple project environment and meet deadlines

This position is located at the B.C. 4-H Provincial Office, #1 -904 Maud Street, Enderby, B.C. Applicants must be willing to travel for this position and must live within 100kms radius of the office to apply.

The Program Coordinator/Administration position is based on 37.5 hours/week with a wage of \$14 - \$16 per hour depending on experience and personal suitability. A performance evaluation will be conducted after a three month probation period.

For more information on this position please contact Adrienne Smith, Manager at 250-838-0336, toll free at 1-866-776-0373 or email at [adrienne.smith@bc4h.bc.ca](mailto:adrienne.smith@bc4h.bc.ca)

**Closing date: Friday September 10, 2010**

**Please send covering letter, resume and three work references to B.C. 4-H, PO Box 490, Enderby, B.C., V0E 1V0 Attention: Manager or to [adrienne.smith@bc4h.bc.ca](mailto:adrienne.smith@bc4h.bc.ca)**

**B.C. 4-H would like to thank all applicants for their interest in B.C. 4-H, however only those selected for an interview will be contacted.**