



Employment Contract: Coordinator, Events

The Coordinator, Events is 30 hour per week position that provides administrative support to youth experience initiatives, special projects and other organizational events. The Coordinator, Events is responsible for the administration, logistics and delivery of 4-H Ontario programs for youth (including, but not limited to, Discovery Days, Career Mania, Go For The Gold) and school related events/programs. In addition to youth experience responsibilities, the Coordinator, Events will be responsible for overseeing the Ontario 4-H Council Conference & Annual Meeting (CAM) and reporting to the Senior Manager, Volunteer & Community Engagement. Note: This position reports to both the Senior Manager, Programming and the Senior Manager, Volunteer & Community Engagement with primary supervision from the Senior Manager, Programming. This position works collaboratively with the 4-H Ontario team and is a key member of the 4-H Ontario programming team.

The ideal candidate will be responsible for:

- The logistics, development and delivery of youth experiences such as conferences and day programs as well as the Conference and Annual Meeting for volunteers and stakeholders
- Facilitate activities and learning sessions with youth
- Ensure all deliverables of the programs are met
- Compiles reports including tabulation of survey results and recommendations for supervisors

Qualifications:

- A working knowledge of positive youth development is an asset
- Practical knowledge of and experience in event planning, project plan development and program management
- Experience delivering educational programming, preference given to youth programming and leadership
- Working knowledge of 4-H Ontario
- Influential communications, leadership and negotiation skills
- Strong organizational skills and initiative
- Excellent attention to detail
- Post-secondary in events and/or youth programming or related experience
- Must be willing to be screened in accordance to 4-H Ontario policy
- Must be willing to travel throughout the Province of Ontario and work outside of regular business hours including weekends and overnights as necessary for program delivery

Apply to: Senior Manager, Programming

Email: programming@4-hontario.ca

Applications will be accepted by email, closing 4:30pm on Wednesday October 10th, 2018.

4-H Ontario is an equal opportunity employer and welcomes diversity of applicants. We thank you in advance for your application and only those selected for an interview will be contacted.