



### **CONTRACT EMPLOYMENT OPPORTUNITY (3) – Project and Communications Assistant**

For over a century, 4-H Ontario has been working to build youth as leaders within their communities and assets to the world. 4-H Ontario is a positive youth development organization with roots in rural Ontario and today is open to all youth across the province of all backgrounds. In 4-H youth ages 6–21 and screened, trained volunteer leaders come together to learn about selected topics through fun hands-on activities and mentorship. There are also provincial camps, conferences, competitions, national and international travel opportunities available to further develop skills in leadership, business, self-confidence and more. 4-H provides youth with a place they can be involved, accepted, valued and heard while developing valuable leadership and life skills.

4-H Ontario is looking for **three** contract full-time Project and Communications Assistant to start May 1, 2021 for 6 weeks, with the possibility of extension. These positions will primarily work remotely and report to the Manager, Philanthropy and assist with Records Management and the creation, coordination, and development of HR onboarding processes, SharePoint best practices, and database SOP's.

*As a member of the 4-H Ontario Team you will be responsible for:*

- Assisting with database cleanup, reorganization, data entry, and file management
- Creating a new employee onboarding process (Power Point presentation, candidate package, required forms)
- Developing a set of instructions, best practices, and tips for working with the 4-H Ontario SharePoint
- Putting together database standard operating procedures for common tasks and processes
- Supporting other departments and initiatives as required

*To be successful in this role, you are a self-motivated individual whose background includes:*

- Superior communication skills, written, oral and presentation development
- Strong research, writing and editing skills with a focus on accuracy and detail
- Experience with a database and data entry (Raiser's Edge an asset) and Microsoft Office Suite
- Maturity, diplomacy, and tact in interactions with stakeholders
- Keen understanding of privacy and confidentiality
- Superior organizational skills
- Some Post-secondary education in technology or administration, or equivalent experience
- Knowledge of the agriculture sector and 4-H an asset

*Additional Applicant Details:*

- Must be a resident of Ontario and legally entitled to work in Canada
- Must be between the ages of 15-24
- Must be a student (currently enrolled, returning to school, or recently graduated)

This role is home office based. Extensive use of a computer is required which involves sitting for long periods. Hours outside of standard working hours and occasional travel may be required from time to time.

**Application Deadline: March 17 2021**

**Apply to: Human Resources – [hr@4-hontario.ca](mailto:hr@4-hontario.ca)**

*4-H in Canada is open to all without discrimination based on race, national or ethnic origin, colour, religion, sex, age or, mental or physical disability. 4-H is dedicated to providing a safe and inclusive environment that allows for universal access and participation*