

The New Brunswick 4-H Council is integrated with and in conjunction with 4-H Canada. The Mission: The mission of the 4-H movement in Canada is to Empower youth to be responsible, caring and contributing leaders that effect positive change in the world around them. The Motto; Learn to Do, By Doing!

Seeking a Program Coordinator

The Program Coordinator will take a leadership role in organization of memberships and program facilitation, fulfilling its mission and working towards the vision for 4-H in the province of New Brunswick. The Program Coordinator reports directly to the Executive Director of the Board of the New Brunswick 4-H Council. The position will require 20-25 hours a week commitment based on need. The successful candidate will work remotely on a 6-month contract basis with opportunity to extend.

PREREQUISITES

- program administration and facilitation/management of social media platforms
- a post-Secondary degree/ diploma in a related field is an asset
- Experience in the following areas are considered an asset: the not-for-profit sector; the 4-H program and positive youth development, the agricultural sector, adult education, community development, volunteer development.
- Written and spoken fluency in English and French is required.

RESPONSIBILITIES

- Board and Committee participation when required by the Executive Director
- Support the Executive Director, President (Council Board), Committee Chairperson (committees) in preparing necessary documents and information for meetings.
- Participation on 4-H Canada and Provincial committees and working groups when required
- The Program Coordinator will report regularly to the Executive Director, such that issues that are of a significant nature or scale to pose risk or benefit to the organization are transparently discussed - including but not limited to the organization's customers, stakeholders, and risk profile (HR, Financial, Legal, Brand etc).

OPERATION MANAGEMENT AND ADMINISTRATION

- Ensuring current programs meet strategic plan objectives and milestone dates.
- The Program Coordinator will operate and lead within the relevant Provincial and Federal laws and statutes, and within the spirit and intent of the organizations values, policies, strategic plan, business plan, and budget plans, implements, monitors, and manages the

4- program in New Brunswick in accordance with the Vision, Mission, Values and Policies set by the Board of Directors of the New Brunswick 4-H Council.

- Identify environmental risks and opportunities and lead organizational change when required.

FINANCIAL MANAGEMENT

- Collaborate with the Executive Director on revenue generating initiatives.
- Support and coordinate fund development initiatives.
- Lead and investigate grant applications and reporting, sponsorship agreements, donations and other revenue generating initiatives.

HUMAN RESOURCES

- The need may arise to train and work with team members, assisting with operational needs ie. Summer Students or work placements. Duties assisting these team members are required on an as needed basis.

PROGRAM DELIVERY AND COMMUNICATION

- Direct involvement on all provincial events, programs, and opportunities, including the Annual General Meeting, ensuring each demonstrates impact and aligns with the principals of positive youth development and/or leadership development.
- Operate in such a manner as to provide efficient service to members, leaders, and stakeholders.
- Ensure clear communication to members/leaders of necessary administration (ie. registration), and promotion of resources, programs, events, and opportunities.
- Build and protect brand profile – actively build awareness of the 4-H program as a positive youth development organization through marketing, communication, and public relation initiatives.

KNOWLEDGE, SKILLS AND ABILITIES

- In depth understanding of the 4-H program and adherence to the mission and core values of the New Brunswick 4-H Council.
- Superior organizational, time management and prioritizing skills
- Excellent communication skills; Fluent with written and spoken English and French
- Experience in planning, management, measurement, facilitation and evaluation of programs and events
- Excellent interpersonal skills, including demonstrated tact and diplomacy
- Proven ability to follow projects through to completion

- Proficient with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
- Social media and Web management
- Visionary and creative
- Discretion and confidentiality

OTHER REQUIREMENTS

- The candidate must be willing to go through a screening process including a criminal record check, vulnerable sector check and driver's abstract.
- The candidate must have a valid driver's license
- The candidate must be able to travel at the Provincial, (may be required to travel in addition to the Atlantic and National level)
- Position entails significant work in non-core hours, evenings and weekends.

Please apply by sending your resume and cover letter to director@nb4h.com. Please send inquiries to the above email and you will receive a response within the next business day.