



4-H Ontario is recognized for delivering quality, innovative and sustainable leadership and life skill programs for youth and volunteers which will benefit the citizens and communities in which they live.

Executive Assistant

4-H Ontario is pleased to be offering the following career opportunity as part of a succession and team growth plan. Our current Executive Assistant will be moving to a new position within the organization thus enabling a seamless transition and support to the new incumbent.

Responsibilities:

As a full time dedicated member of the 4-H Ontario team your *key* areas of responsibility include:

- Executive Office comprehensive range of professional and responsive support to the Executive Director, Ontario 4-H Council President and the Ontario 4-H Foundation Chair including administrative, communication and liaison support.
- Collaboration with the Office Assistant and as funding allows Summer Administrative Assistant(s) in coordinating and monitoring general office workflow priorities and completion.
- Accountable for a professional office in both its appearance and service standards to customers and stakeholders.
- Actively contribute to the achievement of 4-H Ontario's Vision and Strategic Plan
- Contribute positively and professionally to the office and team environment.

Qualifications:

To be a successful candidate you bring with you:

- the completion of post-secondary administrative diploma or degree; and a demonstrated affinity to learning
- excellent database and organizational management logic;
- competent experience with all Microsoft Office applications
- evidence that you are goals oriented and results driven
- the ability to exercise mature judgment and initiative; and demonstrated ability to work well under pressure in a multi-task environment
- proficiency in organization, resource and time management
- business level oral and written communication skills;
- influential interpersonal skills; and effective presentation skills
- the drive to work autonomously and the energy to contribute toward team-based results

This full time position is located at the 4-H Ontario office in Guelph and reports to the Executive Director. It entails some work in non-core hours, evenings and weekends as necessary i.e. Council and Foundation meetings, offsite staff meetings and / or programs and opportunities. As a not-for-profit organization, 4-H Ontario offers a progressive and challenging work environment that includes a competitive compensation and benefits package. Apply in confidence by August 4th 2010, by emailing your resume and *scanned hand written* cover letter to:

Human Resources, 4-H Ontario
5653 Hwy 6 North, R.R.#5, Guelph, Ontario N1H 6J2
Email: hr@4-hontario.ca

We thank you in advance for your application!