



**Agriculture in the Classroom- Manitoba Inc. (AITC-M)** is a non-profit organization supported by individuals and the agriculture industry. The organization runs programs throughout the year including the Amazing Agriculture Adventure, the Manitoba Ag Days Adventure, Little Green Thumbs, Canadian Agriculture Literacy Month and other special events. AITC-M also develops and distributes teacher resources to help deliver agriculture information for use within the school curriculum.

Currently we are seeking a:

## **Program Assistant**

**Job Type: Part time 3 days/week**

**Location: Winnipeg or surrounding area-based from your home office**

We are currently seeking a dynamic individual to be a part of an exciting team providing programs and resources to educators and students across the province. The Program Assistant is primarily responsible for providing administrative and program/event on-site support to the Executive Director, Operations Manager, Program Managers and Curriculum Specialist to ensure AITC-M successfully executes on all programs and activities. The Program Assistant reports directly to the Executive Director, AITC-M. This position will be based out of a combination of a home office and the AITC-M office in Winnipeg.

## **Position Requirements**

### ***Education:***

- Post-secondary education in administration, communications, and/or public relations/event-planning, or related career experience.
- Understanding of the Manitoba agricultural sector and/or the Manitoba school curriculum an asset

### ***Skills and Abilities:***

- Experience in managing logistics, planning and coordinating events/meetings.
- Ability to manage time and multiple projects effectively, and successfully prioritize work in consultation with the team in a dynamic environment.
- Strong computer skills including Office 365, Word, PowerPoint and Excel.
- Excellent communication skills including listening, written, and oral.
- Strong planning, decision-making and problem-solving skills.
- Highly organized, task-oriented, independent worker with proven team skills.
- Significant collaborator and team player; excellent people skills, ability to share ideas; willing to pitch in where needed.
- Ability to work independently, be self-motivated, and have a creative approach to professional challenges.
- Extensive experience in administration and in-depth knowledge and understanding of on-line software and database systems an asset
- **Must have your own vehicle, possess a valid driver's license and be willing to travel**

To find out more about AITC-M and our programs please visit [www.aitc.mb.ca](http://www.aitc.mb.ca). If you have specific questions about this dynamic position contact Sue Clayton at 204-781-1215.

**All applications must be received by March 29, 2019**

**Apply with resume and references to Sue Clayton at email: [sue@aitc.mb.ca](mailto:sue@aitc.mb.ca)**

**Sue Clayton | Executive Director**

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