



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, Manitoba Ag Days Adventure, Little Green Thumbs and other special events. AITC-M also develops and distributes teacher resources to help deliver agriculture information for use within the school curriculum.

AITC-M is currently seeking a:

Summer Program Assistant

This is an exciting opportunity for a dynamic individual looking for experience in program management including coordination and delivery. Based in the Winnipeg and/or Steinbach area, the full-time Summer Program Assistant is primarily responsible for assisting in the coordination and delivery of AITC-M's programs and activities across Manitoba, as well as related special events.

Position Requirements

Education:

- Post-secondary education in Agriculture, Education, or Creative Communications, a strong asset
- Understanding of the Manitoba agricultural sector and/or the Manitoba school curriculum an asset

Skills and Abilities:

- Experience in event planning, a strong asset
- 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.
- Knowledge of Microsoft Dynamics, an asset
- Strong planning, decision making and problem-solving skills
- Communication skills including listening, written, oral and presentation skills
- Self-directed, highly-organized, task-oriented, with proven team skills
- Ability to work independently, be self-motivated, and have a creative approach to professional challenges.
- Open to Canadian citizens and permanent residents only
- **Must possess a valid driver's license, have access to a vehicle and be willing to travel**

This job opportunity will commence on May 6th and will be on a contract basis until August 23rd, 2019.

To find out more about AITC-M please visit www.aitc.mb.ca. If you have specific questions about this dynamic position, contact Sue Clayton at 204-781-1215.

Apply with resume and references by March 22, 2019 to Sue Clayton: sue@aitc.mb.ca

Sue Clayton | Executive Director

P: 204-781-1215 | E: sue@aitc.mb.ca www.aitc.mb.ca