

Agriculture in the Classroom- Manitoba Inc. (AITC-M) is a non-profit organization supported by individual members and the agriculture industry. The organization runs several programs throughout the year including the Manitoba Ag Days Adventure, thinkAG Career Expo, Follow the Farmers, gardening programs and other special events. AITC-M also develops and distributes teacher resources like the Manitoba Seed Kit and Eat Well: Exploring Canada's Food Guide to help deliver agriculture information for use within the school curriculum.

Currently, we are 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 programs across Manitoba as well as related special events. This position will help in the organization and development of programs, resources and activities run by AITC-M. This job is based out of your home office and, depending on provincial health rules, may have minimal requirements for in-person meetings.

Key skill set includes:

- Post-secondary education in Agriculture or Education a strong asset
- Experience in event planning a strong asset
- Understanding of the Manitoba agricultural sector an asset
- Understanding of the Manitoba school curriculum an asset
- Strong planning, decision-making and problem-solving skills
- Communication skills including listening, written, oral and presentation skills
- Strong computer skills, including knowledge of Excel and Microsoft Office and an asset
- Knowledge of how to use virtual delivery platforms such as Zoom, Teams, and Streamyard an asset
- Self-directed, highly organized, task oriented, with proven team skills
- You must be a student returning to post-secondary studies in the fall

Restrictions:

- 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 full-time job opportunity will start on **May 1, 2023** and will be on a contract basis until **August 25, 2023**. To find out more about AITC-M please visit aitc.mb.ca.

If you have specific questions about this exciting and dynamic position, contact Katharine Cherewyk, Executive Director, at katharine@aitc.mb.ca.

Apply with resume and references by **March 24, 2023** to info@aitc.mb.ca.

