

Extension Program Assistant Position Description K-State Research and Extension, McPherson County

Position Overview:

This position will assist the McPherson County Extension staff in designing and implementing programs in the communities that we serve. Each day in the life of our staff brings new events and needs, so the ability to multi-task is critical for a potential employee. Becoming a certified 4-H volunteer will also be required.

Employer and Supervisor:

The Program Assistant reports to the McPherson County Extension Board and is supervised by the board designated Extension Agent.

Responsibilities: In consultation with the McPherson County Extension Agents

- Work to develop and implement long-term and project-based communications strategies
- Develop and produce content to engage and educate audiences across various channels, including newsletters, blogs, graphics, website and social media
- Assist in coordinating McPherson County Extension events and activities. This may include programs across programming areas: agriculture meetings, Family and Consumer Sciences related events, and 4-H events.
- Develop and assist with outreach to local youth across programming areas through school enrichment, after-school and SPIN Clubs
- Assist in volunteer roles and contributions by recruiting, screening and supporting local volunteers.

Required Knowledge, Abilities and Skills:

- High school diploma or GED required. Bachelors degree or higher level coursework in communications, youth development, agriculture, family studies, education or a related field preferred.
- Team player with a positive can-do attitude, ability to work independently to produce high quality work products, and manage multiple clients and projects.
- Excellent verbal and written communication skills
- Special interest in working with adults and youth and be a positive role model
- Ability to work collaboratively with co-workers and volunteers
- Professional, well organized and strong attention to detail
- Ability to represent McPherson County Extension in a professional manner
- Committed to excellence and eager to constantly learn and grow

- Highly motivated, and results oriented, able to complete tasks efficiently in a fast-paced environment
- Flexible and able to work cooperatively under pressure
- Extension experience is a plus

Work Schedule/Pay/Benefits:

This position is negotiable as a full time or part time position (20-40 hrs per week). Weekly hours will be set with the correct applicant at time of hire. This position may require some evenings and weekends and/or travel. Transportation to events will be provided by the county or reimbursed according to the state travel policy.

This is an hourly paid position with level of compensation dependent on experience level and skill-set.

Benefits include paid time off as well as KPERS retirement benefits. Health insurance is NOT provided with this position.

Application Procedure:

Please visit the McPherson County Extension Website, <https://www.mcpherson.ksu.edu>, to find an application, or stop by the Extension Office for hard copy applications.

McPherson County Extension Office
600 W. Woodside
McPherson, KS 67460

Additional questions regarding this position or completed applications may be directed to Lindsey Mueting, McPherson County Director at 620-241-1523 or LMueting@ksu.edu. Screening of applicants will begin October 7 and this position will remain open until filled.

Equal Employment Opportunity:

McPherson County Extension is an Equal Opportunity Employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees.