

NEBRASKA EXTENSION Hamilton County Office Manager

Nebraska Extension in Hamilton County is seeking a dedicated full-time Office Manager to support its mission: engaging with Nebraskans wherever they are and connecting them with the resources, research, and innovation of the University of Nebraska. This position involves overseeing office operations during regular courthouse hours, delivering exceptional customer service, and assisting staff in implementing research-based educational programs.

Ideal candidates will demonstrate a strong work ethic, a willingness to learn, and the ability to think innovatively and creatively. They should possess excellent organizational and team-oriented skills, along with the ability to manage interruptions, set priorities, and work independently without constant supervision.

Position RESPONSIBILITIES:

Office Management

- Serve as the first point of contact for clientele, assisting with inquiries, utilizing the digital diagnostic network, and connecting individuals with the appropriate Extension Educator for specialized support.
- Greet and assist clientele, providing direct answers when possible or referring them to the appropriate resources beyond the local county office.
- Provide computer-based support for office reports, meeting scheduling, social media management, and program marketing.
- Prepare and manage financial documents, including the Extension Office county budget, Nebraska Extension cost object accounts, and 4-H Council budget reports.
- Coordinate office coverage during courthouse hours, with primary responsibility for opening and closing the office.
- Order and maintain office supplies and inventory, including equipment procurement.
- Maintain and update the Hamilton County Extension website on a weekly basis.
- Oversee and enhance Hamilton County Extension's physical displays.

Staff Support:

- Assist in planning, preparing, marketing, and supporting Extension education programs and events for local and regional educators (e.g., Ag Day, Private Applicator Training, Child Care Provider Conference, 4-H workshops, ServSafe, etc.), as well as assisting educators and 4-H Program Coordinators with developing, editing, and refining documents and marketing materials.
- Support program delivery to Extension clientele in various educational settings.
- Provide clerical support to the Lead Educator, Extension Educators, and 4-H Program Coordinators.
- Contribute to the success of the Hamilton County Fair and Nebraska State Fair by supporting Extension and 4-H initiatives.
- Assist educators with grant management, data collection, and reporting.

Office Culture/Protocol:

- Participate in professional development opportunities.
- Foster and maintain positive relationships with office personnel, clientele, the community, and the university.
- Demonstrate professionalism through appearance, conduct, and interactions.
- Request vacation leave in advance to ensure smooth office operations.
- Possess proficiency in Microsoft Office Suite, financial management, and other relevant computer applications.
- Work independently with minimal supervision.
- Collaborate effectively with office staff, demonstrate strong organizational skills, and manage multiple calendars.
- Perform other duties as assigned to support high-quality Extension education.

Qualifications for Position:

- Strong verbal and written communication skills.
- Must meet UNL driver standards, hold a valid driver's license, and have access to a vehicle.
- Must pass a criminal background check and the 4-H volunteer screening.
- Must be able to physically transport educational materials and set up educational spaces.

Location: Based in the Hamilton County Extension Office at 1111 13th St., Ste 6, Aurora, NE 68818.

Hours: Regular office hours are Monday – Friday 8:00 a.m. -5:00 p.m. Full-time employment is based on a 40-hour work week. Some evening/weekend hours may be required.

Questions/Application: Contact Mariah Newmyer, Lead Extension Educator, at mariah.newmyer@unl.edu or 402-694-6174. More details and an application can be found at www.hamilton.unl.edu. Applications may also be picked up at the Hamilton County Extension Office between 8:00 a.m. and 5:00 p.m., 1111 13th St., Ste 6, Aurora, NE 68818. In addition, please submit three references and a resume if available. Applications may be turned in at the Hamilton County Extension Office, or emailed to mariah.newmyer@unl.edu.

The position will remain open until a suitable candidate is found. This position is subject to Veteran's Preference. Hamilton County is an equal opportunity employer.