

Extension Assistant Position

Nebraska Extension in Colfax County

Is accepting applications for a

Full-Time Staff Position

That will develop, coordinate and promote programs pertaining to 4-H, youth, and school enrichment for Nebraska Extension based in Schuyler.

Skills required include:

- Ability to plan and implement 4-H programming
- Present/promote/coordinate school enrichment/afterschool programming
 - Ability to develop/format media/newsletters
- Computer skills and use of Microsoft Office software
 - Problem solving

Successful candidate needs to be self-motivated, team player with good communication skills

Wages based on a maximum of 35 hours per week with available benefits. Go to www.colfax.unl.edu for application form and more information. Submit cover letter, Colfax County application form, resume and 3 references by April 6th, 2018 to:

Nebraska Extension in Colfax County

PO Box 389

466 Road 10

Schuyler, NE 68661

Telephone: 402-352-3821, Fax: 402-352-3826

Or email anygren2@unl.edu

Extension Assistant
Nebraska Extension in Colfax County
Funded by Colfax County Government

Function of Position: The primary subject matter area of this position is to develop, coordinate and promote programs pertaining to 4-H, youth and school enrichment. Working with local Extension Educators, this position will be responsible for 4-H Youth programs in all subject matter areas. Ability to meet and relate with youth and adults is critical. This position requires a person who is a self-starter, highly self-motivated, and flexible enough to work some evenings and weekends. This is a year round, full time position with no more than 35 hours per week. The position requires access to a reliable vehicle for transportation, with reimbursements for approved work-related mileage and expenses. The position is expected to maintain professional appearance and conduct. Occasional light lifting of computer equipment and supplies is required.

4-H School Engagement:

1. Present, promote and coordinate the school Enrichment/afterschool/4-H in the Classroom program for youth grades K -12. Teach a selection of appropriate projects such as STEM concepts, embryology and robotics.
2. Develop new projects as appropriate for school enrichment/afterschool.
3. Assist with developing, planning and implementing special events

4-H Club Program:

1. Work with the other 4-H staff in the planning and implementation of the Colfax County 4-H Youth Development Program.
2. Assist with the County and State Fair, taking responsibility for 4-H Exhibit areas as assigned, including fair book revisions, hiring judges, project questions, etc.
3. Work with other 4-H staff on determining 4-H Volunteer Leader needs to provide training and workshops.
4. Assist with developing, planning and implementing special events (Examples include: Camps, Workshops, and Volunteer Banquet etc.)
5. Assist in developing mass media efforts including social media, email and website.
6. Responsible for producing 4-H news releases and county 4-H newsletters.
7. Assist with computerized records for the 4-H program.

General:

1. Report to the 4-H Council and Extension Board on activities and assist with program direction.
2. Coordinate National 4-H Week, Nebraska 4-H Month, and other 4-H marketing efforts for the county.
3. Contributes to team efforts by accomplishing related tasks as needed.
4. Participate in professional development opportunities relevant to job.
5. Responsible for needs assessment, planning, conducting, evaluating and reporting impacts of educational programs.

Relationships:

Position communicates with community, university and office personnel. Strong verbal and written communication skills are essential. Must maintain confidentiality at all times. Contributes to team efforts by accomplishing related tasks as needed.

Education and Experience Requirements:

An associate degree with emphasis in education, customer service, agriculture, or other closely related field. Years of experience may substitute for degree. Proficiencies in Microsoft Office programs, such as Word, Excel, Publisher, Power Point, and Outlook. Operating knowledge of audiovisual equipment including video projectors, copy machines, printers, and PC computers and tablets.