

Position Description

4-H Administrative Assistant

35 hours/week—Dodge County Benefit Package
Nebraska Extension in Dodge County
1206 W. 23rd St., Fremont Nebraska 68025

Primary Responsibilities:

The 4-H Administrative Assistant for Nebraska Extension in Dodge County will perform a variety of duties, which vary by season and day. The primary responsibilities include:

- Administrative support to the 4-H Educator and 4-H Assistant,
- First point of contact for clients; problem solving, coaching, and encouragement,
- Provide 4-H database program management,
- Provide leadership of 4-H club support,
- Maintain 4-H publications/files, marketing, social media, and logistics,
- Support educational programs to include scheduling, coordinating, and purchasing,
- Meet all county and state deadlines as required.

Occasional lifting of equipment and supplies is required. Will provide back-up to other Extension Staff as needed and perform other duties as assigned.

Experience Requirements:

Proficiencies in Microsoft Office programs include Word, Excel, Publisher, PowerPoint, and Outlook. Experience or ability to quickly learn other database management systems and marketing systems to include Canva and SMORE, which are essential to 4-H program management. Knowledge of operating audiovisual equipment including but not limited to video projectors, postage meters, calculators, copy machines, printers, public address systems, PC computers, and tablets. A minimum of high school diploma/equivalent required. Experience with 4-H is preferred.

Personal and Customer Service Skill Requirements:

Excellent written and verbal communication skills are vital. Excellent organizational skills, time management techniques and application, and ability to meet deadlines are essential. Soft skills are a must in this position, to include positive attitude, friendly and welcoming presence on phone and in person, clear communication, time management, and problem-solving skills. This position requires the ability to work independently and collaboratively as a member of a change-oriented and education focused team. This position entails meeting the public in person, via phone, and e-mail communication; disseminating a variety of educational materials; and managing daily correspondence. This position will require additional evening and weekend hours during special events, deadline dates, and the Dodge County Fair.

Office Overview:

The Dodge County Extension team is a proactive, change-oriented team working in the program areas of 4-H, Food Nutrition and Health, Early Childhood, Horticulture Landscape and Environmental Systems, and Water and Cropping Systems. Our team consists of five Educators, one 4-H Assistant, an Office Manager, and the 4-H Administrative Assistant. We also have numerous volunteers working with 4-H, Food Nutrition and Health, and Horticulture. Educators and Assistants plan and conduct educational programming in the above stated areas. Methods of providing education range from classroom presentations, tours, festivals, Zoom/video training, workshops, office calls, and demonstrations. The team works closely with commodity groups, community committees, numerous state and county agencies, and University of Nebraska administrators, faculty, and staff. The Support Staff assists the Educators and Assistants with developing, producing, and obtaining materials needed for providing outstanding educational opportunities for our clientele. Educators and Assistants often work varying hours on nights and weekends; the 4-H Administrative Assistant hours match our open hours, from 8:30am-4:30pm. When night/weekend work is required, overtime and flex time will be used to address these additional hours. Above all else, this position demands a positive customer service attitude, a focus on details, and a commitment to the clientele.