



**Beth Jones,
Office Administrative Assistant**

Nebraska Extension in Platte County
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Serving Platte County

My highlighted activities:

- Administrative Support
- Financial Management
- General Office Management
- Directing clients to needed Extension Educators/Assistants/Resources
- Scheduling/Coordinating Events and Trainings

What is the purpose of my job?

- Enhance communication between clients and Extension Educators/Assistants
- Provide and promote Extension resources to all clientele.
- Be an advocate for Nebraska Extension.

Online Resources:

Nebraska Extension in Platte County
<https://extension.unl.edu/statewide/platte/>

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