TITLE: Cottonwood Extension District – Part-time 4-H Assistant

LOCATION: Hays, KS

APPLICATION DEADLINE: Friday, February 11, 2022 or until position is filled.

EMPLOYMENT: Up to 1000 hours. Will require some evening and weekend work commitments. Hourly wage - $15/hr.

RESPONSIBILITIES:
The position will support the 4-H and Youth programming in Ellis County. Planning for events like 4-H Day, youth judging contests, school enrichment, and the Ellis County Fair. Additional responsibilities include supporting all team members’ programming. Some job responsibilities will require outside physical labor.

QUALIFICATIONS
✓ Required: High School Diploma  Preferred: Some college experience
✓ Ability to communicate effectively, both orally and in writing, with individuals, groups, and through mass media.
✓ Experience working with adults and youth from various ethnic and socio-economic backgrounds.
✓ Ability to use Office Suite products to produce newsletters, flyers, and presentations to promote the 4-H program. Proficient in using social media to promote 4-H in a professional way.
✓ Self-motivation and ability to work with a minimum of supervision, balancing multiple projects.
✓ Experience working with individuals, groups, and co-workers to accomplish individual and/or group goals, as evidenced by previous leadership roles.

TO APPLY: Submit resume’, cover letter and contact information for 3 references to:
Cottonwood Extension Office – Hays
601 Main St.
Hays, KS  67601
(786) 628-9430

or e-mail information to Donna Krug, District Director at: dkrug@ksu.edu

APPLICATION DEADLINE: To assure review, letter of application, resume, and references must be received no later than Friday, February 11, 2022. The position will remain open until filled.

TO LEARN MORE: To learn more about K-State Research and Extension work in Cottonwood Extension District, visit www.cottonwood.ksu.edu

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