

4-H Program Assistant

Job Description:

The 4-H Program Assistant is a county position working with Virginia Cooperative Extension – Floyd County and reports directly to the 4- H Agent and the Extension Unit Coordinator. The Program Assistant is responsible for organization and program delivery of 4-H in-school enrichment programs as directed by 4-H Agent and assisting with additional 4-H programs. Provide leadership for the development and maintenance of a systemic fund-raising plan to support county 4-H programs. Contribute toward team goals of Floyd Extension Staff.

Responsibilities

- Provide leadership for and assist 4-H agent in delivery of school programs. Develop activities for in-school clubs.
- Provide leadership of a systemic fundraising plan.
- Acquire and distribute needed educational materials to in-school clubs.
- Assist the 4-H agent in the planning and conducting of various 4-H programs and activities.
- Attend summer 4-H camp and assist with classes.
- Promote an awareness of the opportunities offered in 4-H through promotional techniques.
- Assist with the creation of marketing materials and management of social media.
- Assist in management of teen programming, training and recruitment.

Qualifications

- Minimum of two year college degree (4 years preferred)
- Proficient in Word, Outlook, Google and social media platforms and willing to learn new programs.
- Demonstrate ability to operate office equipment such as computer, copier, printer, etc.
- Demonstrate ability to work well with staff, community partners, volunteers and the public.
- Attention to detail, prioritization of projects and time management are crucial skills.

This is a part-time position without benefits. Maximum 96 hours/month.

Schedule: Flexible and includes some weekends and evenings.

Work Location: Floyd County Office of Virginia Cooperative Extension, 209 Fox Street, Floyd

Starting Salary: Depending on Experience

To Apply: All inquiries please email Careers@floydcova.org, applications can also be picked up at the Floyd County Administrative Office, located at 120 West Oxford Street, Floyd VA 24091