

4-H Administrative Assistant, Part-Time

Job Description:

The 4-H Administrative Assistant is a part-time county position working with Virginia Cooperative Extension – Floyd County and reports directly to the 4-H Agent and the Extension Unit Coordinator. The Support Staff is responsible for providing in-office assistance to the 4-H Agent. The tasks will include:

- Clientele Contact
 - Respond to or refer client requests
 - Assist with registration process of 4-H programming
 - Create social media posts and keep social media updated
- General Clerical
 - Make copies for programming
 - Order 4-H supplies and materials
 - Carry-out additional secretarial tasks
- Computer Tasks
 - Maintains reports/addresses/etc.
 - Prepare 4-H correspondence
 - Prepare draft responses, per 4-H agent or other staff members
 - Create flyers for 4-H programs using Extension branding guidelines
- Management of 4-H Records
 - Manage 4-H Online (assist parents & volunteers, enter group enrollments, generate reports, participate in required training)
 - Maintain and keep current mailing lists and other 4-H records
 - Keep accurate records of 4-H monies
 - Maintain general 4-H files and educational resources

Additionally, this person will:

- Assist the 4-H program assistant and agent with in-school clubs.
- Attend 4-H camp
- Assist with other programming as needed

This is a part-time position without benefits. Maximum 80 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: Minimum wage

To Apply: All inquiries please email Careers@floydcova.org, applications can also be picked up at the Floyd County Administrative Office, located at 202 East Main St., 2nd Floor, Floyd VA 24091