

# **JOB OPPORTUNITY ANNOUNCEMENT**

**POSITION:** Part-time 4-H Program Assistant

**OPENING DATE:** October 30, 2023

**CLOSING DATE:** Open Until Filled

**DEPARTMENT:** Ag Extension

**SALARY:** \$14.00 Per Hour

## **REQUIREMENTS:**

- ◆ Knowledge of Microsoft Office
- ◆ 24 hours per week
- ◆ Ability to form and deliver information in an accurate and concise manner
- ◆ Knowledge of social media
- ◆ Must pass drug screening test

## **RESPONSIBILITIES:**

- ◆ Assist 4-H leaders in developing strong clubs, project groups, membership
- ◆ Assist in maintaining County 4-H calendar, website, social media pages
- ◆ Assist with coordination of County 4-H contests
- ◆ Prepare Livestock projects and Ag contest entries/validations
- ◆ Assist in planning, promoting, implementing, and evaluating educational events/camps/clinics/workshops/special events

**To be considered, you must complete an Employment Application in full. Applications may be picked up in the Human Resources Department at the Hunt County Courthouse, 2nd floor, Room 200, or filled in online at [www.huntcounty.net](http://www.huntcounty.net) .**

**HUNT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

**NO PHONE CALLS PLEASE**

**PLEASE DO NOT REMOVE**