

JOB OPPORTUNITY ANNOUNCEMENT

POSITION: Part-time 4-H Program Assistant

OPENING DATE: September 19, 2022

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 .

HUNT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

NO PHONE CALLS PLEASE

PLEASE DO NOT REMOVE