Madison County Job Posting

Job Title: 4-H Program Assistant.

Department: County Extension Office.

Date Posted: March 1, 2024.

Date Closed: UNTIL FILLED.

Basic Qualifications:

The Madison County Program Assistant will assist the County Extension Agent with all programming. Special attention will be devoted to the 4-H Program. Conduct/attend 4-H club meetings, attend Extension related meetings/trainings, write newsletters and articles, some secretarial duties, social media/website management, and computer programming. Will attend major stock shows (as necessary), the county fair, assist with the State Livestock Validation Program, be responsible for local events such as Fall Festivals, Ag Day, 4-H Awards Banquet, 4-H County Camp, and more. The position will require some nights and weekends.

Education & Experience:

A degree from a four-year accredited university or some college experience will be given preference. Majors in an agricultural or consumer sciences related field will be given preference. Applicant should demonstrate the ability to work well with others.

Knowledge of

Applicant should demonstrate past experiences or interest with the Texas AgriLife Extension Service and the Texas 4-H and Youth Development Program. Assistant will work with youth and adults. Preference will be given to applicants with youth and adult program experience as well as backgrounds in 4-H agricultural and livestock projects or other youth-oriented programs.

Examples of Job Duties:

Conduct/attend 4-H Club meetings, attend Extension meetings/trainings, write newsletters and articles, 4-H online management (enrollment, registrations, etc.). Responsible for the coordination/planning of local events such as Fall Festivals, Ag Day, 4-H Awards Banquet, 4-H County Camp, attend/report to Commissioners Court.

Application Instructions:

Please send Cover Letter and Resume **via email only** to Allen Homann, County Extension Agent for Madison County at allen.homann@ag.tamu.edu

Madison County is an Equal Opportunity Employer.