



**Job Title:** Office Manager/4-H Aide (Ogallala, NE)

**Job Category:** Hourly

**Job Summary:** Full time position overseeing the Nebraska Extension Office and implementing effective 4-H youth educational programming as needed and requested under the guidance of the Keith-Arthur County 4-H Youth Educator. Other duties as assigned. Some evening/weekend hours, and travel required.

**Salary:** County Paid Hourly

**Duties and Responsibilities:**

**60% - Office Manager Duties**

- Positively interact with all clientele and stakeholders in variety of ways including in-person, phone, email and Zoom.
- Demonstrate working knowledge of office equipment, computers, and software necessary to conduct the business of the office.
- Maintain records, reports, and financial information as required by Nebraska Extension and Keith-Arthur Counties. Prepare financial reports for Extension Board and County Supervisors.
- Compose, edit, and assemble the website, social media pages, brochures, newsletters, reports, agendas, and other types of correspondence under the direction of the Lead Educator.
- Keep the front office neatly arranged and presentable to the public.
- Maintain confidentiality concerning clientele, personnel, and office matters.
- Complete work assignments neatly, correctly and on a time schedule as arranged with Extension staff
- Participate in local, multi-county, engagement zone, and state in-service offerings necessary to maintain and conduct office duties.
- Observe office hours according to agreed policy including allocated break times.
- Request vacation leave in advance sufficient for Extension staff to maintain satisfactory operation of the office.
- Other duties as assigned by Lead Educators or accountability region Extension Educators.

**40% - 4-H Aide Duties**

**1. 4-H Management**

- Maintain 4-H enrollment records and fair entries through a computerized 4-H program as assigned by Nebraska Extension 4-H.
- Assist in the evaluation, reporting, and review of educational programs, training materials, and other resources.
- Maintain office assistance for the Keith-Arthur County 4-H program including: ordering and inventory of materials, newsletter preparation and distribution, county fair and state fair entries, etc.



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- Work with the 4-H Extension Educator to ensure that the Keith and Arthur County 4-H programs are abiding by current policies as determined by Nebraska Extension and 4-H.
- Assist the 4-H Extension Educator with County Fair.
- Other duties as assigned by Lead Educator or 4-H Extension Educator.

## **2. 4-H and Youth Development Programming**

- Assist the Educator(s) in implementing effective educational programming in 4-H and youth development for Keith/Arthur counties.
- Teach life skill education to youth in non-traditional settings (i.e. school enrichment, after school programs, summer workshops, camps, etc.) as needed and requested.
- Maintain knowledge and involvement in Nebraska 4-H Focus Teams
- Assist in planning and implementing yearly plan of 4-H work.

**Knowledge, Skills and Abilities:** Computer proficiency including word processing and spreadsheets required. Excellent interpersonal and communication skills required. Leadership skills to organize people and programs required.

**Physical Demands:** Most work is in an office, educational, or meeting room setting. Some interaction with livestock may be necessary, to aid members in the project area. May require extended hours during county fair.

**Supervision Received:** The position is a Keith County employee supervised by the Lead Extension Educator and reports to both the Lead Educator and the Keith-Arthur County Extension Board.

**Criminal History Background Check Required:** Yes

### **Required Minimum Qualifications:**

- Associate's Degree or relevant experience.
- Computer proficiency, including, word-processing, excel, and publisher.
- Excellent interpersonal and communication skills, and leadership skills to organize people and programs essential.
- Local travel is required. Must have a valid driver's license.

### **Preferred Qualifications:**

- Previous experience in the field of youth development;
- Previous experience in 4-H or FFA programs.
- Strong organizational and time management skills are essential.

**Questions:** Contact Tessa Reece at 308-284-6051 or [tessa.reece@unl.edu](mailto:tessa.reece@unl.edu)

Keith-Arthur Counties are an equal opportunity employer.