POSITION ANNOUNCEMENT

POSITION: State 4-H Office Iowa State Fair Summer Communications Program Assistant

RESPONSIBILITY:
- Scheduling of 4-H Communication events (Educational Presentations, Working Exhibits, Share The Fun, Extemporaneous Speaking) for Iowa State Fair.
- Revise county communication event entry and scheduling process utilizing new FairEntry software program.
- Assist with recruiting and selection of youth staff and volunteers to assist with state fair communication events.
- Prepare orientation materials and provide orientation for State Fair 4-H youth staff and volunteers assisting with communication events.
- Handle organizational details connected with communication programs, i.e. daily schedules, judging notebooks, evaluation forms, presentation room supplies, etc.
- Assist with planning and organizational details for special 4-H programs and activities.
- Maintain accurate records, enter judging results in database, and prepare needed summary reports.
- Assist with participant and judges orientation programs.
- Other duties as assigned. Other duties may include assisting with coordination of other summer 4-H events or programs.

QUALIFICATIONS: Minimum:
- Ability to professionally communicate orally and in writing to youth and adults.
- Experience working with groups.
- Experience in organizing activities or events in school, church, or community.
- Basic computer skills with knowledge of MS Office products desirable.
- Previous experience as event participant, staff or volunteer with 4-H state fair communication events.
- Minimum of one (1) year post-secondary education

QUALIFICATIONS: Preferred:
- Knowledge and experience as a member or volunteer in the Iowa 4-H program.
- Two (2) years previous experience as youth staff or volunteer with 4-H Iowa State Fair communication events.
- Knowledge of and experience using social media in professional/organization settings is desirable.
- Experience with MS Excel or comparable database management program.
- Interest in Extension/4-H Youth Development as a career.
- Minimum of two (2) years post-secondary education.

EMPLOYMENT DATES: May 11 thru August 28; 14-16 weeks, some flexibility in hours/days. Minimum 20 hours/week May/June; full time July/August. Starting date negotiable. Possibility of earlier start state and additional hours depending on schedule of successful candidate.

SALARY: $8.25 / hr. minimum

ACCOUNTABILITY: Report to Mitchell L. Hoyer, 4-H Youth Development Program Specialist; mhoyer@iastate.edu; 294-1531

APPLICATION: Position description available on-line at http://www.extension.iastate.edu/4H/StateFair/, and (for ISU students) through the ISU CMS system at https://cyhire.iastate.edu/students/. ISU students should apply through the CMS system; other applicants should submit resume and cover letter by email to mhoyer@iastate.edu or send same to: 4-H Summer Employment, Extension 4-H Youth Building, ISU, Ames IA 50011-3630. Application materials should include information related to coursework or other experiences related to educational program delivery, communication studies, human/individual development, public speaking, and event management/organization.

APPLICATION DEADLINE: March 6, 2015 or until position is filled.

Iowa State University Extension programs are available to all without regard to race, color, age, religion, national origin, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. veteran.

Inquiries can be directed to the Director of Equal Opportunity and Compliance, 3280 Beardshear Hall, (515) 294-7612.