POSITION ANNOUNCEMENT

POSITION: State 4-H Office Iowa State Fair Summer (2016) 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 20 thru August 30; 14-16 weeks, some flexibility in hours/days. Minimum 20 hours/week May/June; full time July/August. Starting date negotiable.

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 through the ISU CMS system at https://ecms.eng.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. 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: May 2, 2016 or until position is filled.