Buchanan County 4-H Summer Fair Assistant

Overview: Buchanan County Extension & Outreach is seeking a Summer Fair Assistant. The assistant will support the County Youth Coordinator (CYC) in preparation for 4-H events at the Buchanan County Fair. This assistant will be involved with communication, marketing, event management, organization with fair materials, along with other general office duties (phone calls, email inquiries, database administration, etc.) Other projects will be assigned based on selected candidates’ skill sets.

Requirements

- High school diploma or college student
- Strong communication and writing skills
- Demonstrate interest and ability to work with youth
- Access to county wide transportation

Job Description

- Assist County Youth Coordinator with organizing and carrying out duties and activities for the preparation of the Buchanan County Fair.
- Create communication and marketing materials for 4-H/FFA livestock shows, static projects, and events
- Manage Buchanan County 4-H social media accounts (Facebook, Instagram, Twitter)
- Deliver information via email, phone calls, mail, newsletter, mail, etc. to 4-H members, families, club leaders, livestock superintendents, and council members.
- Organizing/prepare materials for pre and post fair meetings
- Lead post fair volunteer appreciation dinner
- Take photos and videos during 4-H events
- Organize program, workshop, event, and county fair materials
- Learn and assist with 4-H Online and Fair Entry online databases
- Handle phone calls and emails related to 4-H with youth, parents, volunteers and Extension professionals
- Assist volunteers and staff with variety of tasks

Starting: May 17th - August 13th

Hours: 40 hours per week during the business hours of 8:00 a.m. to 4:30 p.m. M-F. Scheduled to be determined upon hire, will include occasional nights and weekends, additional hours may be scheduled during the County Fair and may include overtime.

There will be flexibility with the above hours depending on the candidate's summer schedule.

Compensation: $10/hour

Supervisor: County Youth Coordinator, Joclyn Bushman

February 22nd, 2021
**Applications due:** To be guaranteed for consideration, submit a current resume and cover letter to Jocelyn Bushman by email to jbushman@iastate.edu or mail to 2600 Swan Lake Blvd., Suite A Independence, IA 50644 by **Monday February 26th, 2021.** The position will remain open until filled. EOE/AA Employer.