Dallas County Extension Office Assistant Job Description

This 40 hours per week position provides support in Dallas County for the Extension Council as the primary contact with the general public. The Office Assistant is under general supervision of the County Extension Council and direct supervision of the Dallas County Executive Director.

Job duties include, but are not limited to:

55% Office Support

- Utilize problem-solving skills to maximize both internal and external client satisfaction
- Ensure effective telephone and mail communications, maintaining professional image of the office by being the first contact for clients and determining the best way to meet client needs
- Create a positive learning environment for clients by determining how best to meet needs utilizing the available resources
- Coordinate with Program Staff the Commercial and Private Applicator Training and Manure Applicator Certification programs including monitoring the budget for these programs
- Maintain positive and supportive working relationships with all county and state extension staff
- Coordinate Accounts Payable, Accounts Receivable, ECI and United Way billings, and Payroll functions to ensure financial transactions are processed with the bookkeeper within deadlines
- Complete financial reports and provide support for the annual financial audit

15% Administrative Support

- Provide support for the entire team
- Organize tools and materials to ensure office and program efficiencies
- Assist with planning and preparation for monthly County Extension Council and Finance Committee meetings
- Maintain overview of calendars for staff, meeting rooms, equipment, and extension programming
- Coordinate registration, payment, and materials for educational programming, plus 4-H and Clover Kids enrollment with CYC
- Assist with program activities as requested

20% Marketing

- Maintain ongoing marketing plan including the list of data
- Assist with program and general marketing
- Maintain and county website and coordinate staff submissions of social media
- Coordinate with staff the promotion and image of all Extension related materials ensuring all materials convey consistent and professional branding
- Coordinate with Director and Finance Committee the marketing budget
- Order publications as needed
- Utilize Campus developed templates
10% Reporting

- Be familiar and have a working knowledge of all program areas – Youth and 4H, Families/Human Sciences, Agriculture & Natural Resources and Communities
- Attend staff meetings and submit the minutes to the Dallas County Extension Council
- Prepare and assemble meeting packets for Extension Council meetings with Executive Director input

Professional Development

- Participate in office professional training and regional staff meetings when offered
- Participate in ISUEO Annual Conference and Office Assistant Annual Conference

Qualifications

Required

- High School diploma or GED
- Organizational and problem-solving skills
- Strong written and oral communication skills
- Team player and people oriented
- Excellent customer service skills
- Computer skills (Word, Excel, Publisher, Outlook, Internet Explorer)
- Problem solving skills and ability to work on separate tasks simultaneously
- Basic knowledge of social media platforms

Preferred

- Associate Degree
- Two years office experience
- Bookkeeping experience

Wages and Benefits

- 40 hour work week
- $15.00 starting hourly wage, commensurate with experience and education
- Employee Assistance Program
- PTO following 90 day probationary period
- Health Insurance through United Healthcare with Employer Contribution
- FICA & IPERS
- BASE Benefit

To Apply

Employee Application can be found at www.extension.iastate.edu/dallas Submit Cover Letter, Resume, and Employee Application to Jeff Jackson, Executive Director at jsjack@state.edu. Position will remain open until filled.