

Greene County Extension Office Assistant Job Description

This position provides support in Greene County for the Extension Council as the primary contact with the general public. It is under general supervision of the County Extension Council and direct supervision of the County Extension Director. Competencies include bookkeeping, initiative, time management, decision making, communication proficiency, and organizational skills.

Job duties include, but are not limited to:

Customer Service

- Manage the reception area and maintain a professional image of the office
- Serve as first contact and determine the best way to meet client's needs
- Utilize problem-solving skills to maximize both internal and external client satisfaction and team productivity
- Manage the Commercial and Private Applicator Training and Manure Applicator Certification programs
- Other duties as assigned

Assistant Bookkeeper

- Serve in the role as Assistant Bookkeeper for the county fiscal responsibilities, working in collaboration with outsourced bookkeeper for fiscal management.
- Use standard policies and procedures regarding county business operations
- Complete and file all appropriate district reports and submit organizational within deadlines

Administrative Support & Marketing

- Coordinate overall administrative activities for the organization and provide support to the entire team to ensure their ability to achieve their goals
- Maintain overview of calendars for all office staff, meeting room, and Extension programming calendar
- Coordinate registration, payment, and materials for educational programming
- Assist with program activities as determined by the Extension Staff team and/or the Extension Programming Committee
- Assist with program and general marketing and maintain and update county website and social media

Reporting

- Be familiar with and have a working knowledge of all program areas – Youth & 4H, Families/Human Sciences, Agriculture & Natural Resources, and Communities
- Attend staff meetings and submit monthly activity reports to the Greene County Extension Council
- Provide reports for program areas, partner agencies and documentation as required by grants guidelines

Professional Development

- Participate in ISU Extension conferences and trainings
- Explore professional development opportunities through college or university coursework
- Maintain positive and supportive working relationships with all county and state Extension staff

Qualifications & Job Skills

- High School diploma or GED
- Excellent customer service skills and team player
- Self-starter and ability to work on multiple tasks simultaneously
- Strong written, oral communication and social media skills
- Computer, organizational and problem-solving skills (Word, Excel, Publisher, Outlook, Internet Explorer)
- Bookkeeping experience
- Resident of Greene County preferred
- Ability to pass a background check

Benefits

- A set schedule of 20-29 hours per week during business hours
- Hourly wage, funded by county funds, commensurate with experience and education
- On-going in-service training related to job responsibilities
- Employer's share of Social Security, IPERS and Medicare
- Employee assistance program
- Reimbursement for work related travel and meals

ISU Extension & Outreach, Greene County is an Affirmative Action/Equal Employment Opportunity Employer.