

## **Part-Time Program Assistant**

### **Part-Time Responsibilities**

- Ability to secure financial and in-kind sponsorships and complete grant applications for funding
- Coordinates programming with field specialists serving Madison County
- Provides direct educational program research on small and large scale programming as needed
- Maintains volunteer data bases as needed for recertification
- Coordinates Madison County Master Conservationist program including but not limited to:
  - Recruitment
  - Advertising
  - Coordinate Master Conservationist training

### **General Program Responsibilities**

- Assists all Madison County staff and ISU Field Specialists with programing needs as requested  
This may include, but is not limited to:
  - Program and Day Camp preparation
  - 4-H Club Chartering
  - Arranging registration
  - Space rental
  - Refreshments or meals as well as price comparisons and inventory management
  - 4-H Kit Development
  - Printing of supplement materials
  - Hosting event
  - Timely communication with participants in event of cancellation or postponement
  - Entering program information in the Extension Calendar promptly following program
- Program areas where assistance may be required:
  - Human Sciences
    - Families
    - Nutrition and Wellness
    - Family Finance
  - FNP
  - Communities
  - County Fair Activities
  - 4-H Programming
  - Youth Outreach programmingAll programming assistance must be approved by ED prior to event

### **Shared Responsibilities between Office Assistant and Program Coordinator:**

- May assist with office procedures for opening and closing the office
- Welcomes groups attending events/programs
- Maintains, schedules, manages and hosts web-cast events
- Assist clients with canner testing.

Please submit cover letter, resume, and application to Nicole Navin at [nnavin@iastate.edu](mailto:nnavin@iastate.edu). Applications will be accepted until July 23<sup>rd</sup> or until position is filled. EOE