

**CALHOUN COUNTY UF/IFAS EXTENSION OFFICE**  
***IN-HOUSE***  
***Vacancy Announcement***

**Position:** Part-Time Temporary Program Assistant

**Closing Date:** Friday, April 26, 2024, at 4:00 p.m. (CT)

**Salary:** \$13.50/hour  
Up to 24 hours per week, 14 -16 weeks, beginning Monday, May 20, 2024

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**Minimum qualifications:**

- Must be at least 18 years of age
- Must have a standard high school diploma or equivalent
- Must have a valid Florida Driver's License
- Must be proficient in computer skills – testing is required as part of application process
- Must provide a Cover Letter and a Resume as part of the job application.
- If selected for this position, the candidate must then pass two background screenings:
  - 1) Drug Screening (paid for by Calhoun County BOCC)
  - 2) Florida Statute Title XXXI Chapter 435 Level II Background screening.
    - Please note: The candidate must pay for the 435 Level II screening. Upon successful screening and completion of a successful term of employment, the employee will be reimbursed by UF/IFAS Extension 4-H program funds. The cost of this screening is approximately \$80.

**Job description:**

This position works as a member of the UF/IFAS Extension Calhoun County team. Primary duties include assisting the 4-H & Agriculture Agents with program preparation and implementation in Calhoun County. Other duties include supporting the Extension office as a team player by assisting in answering the telephone, filing, organizing, and other office duties, as needed, in order to support the mission of the UF/IFAS Extension Calhoun County office. Experience working with youth in 4-H or other structured youth programs is strongly preferred. Residency in Calhoun County is preferred. The work environment may involve both indoor and outdoor activities.

**Required knowledge, skills, and abilities:**

- Ability to assist with the planning and teaching of a variety of Extension educational activities, in a variety of settings.
- Ability to communicate effectively in both oral and written formats to facilitate partnerships with schools, organizations serving youth, 4-H community clubs, and other community entities.
- Flexibility
- Creativity

- Dependability
- People skills (ability to relate to and maintain effective working relationships with diverse groups of youth and adults, exercising respect, professionalism, and courtesy that results in a positive, safe, and secure environment for 4-H participants)
- Organizational Skills (ability to prioritize assignments and work on multiple projects meeting required deadlines)
- Leadership abilities and initiative for independent work.
- Ability to load, lift, and carry objects of moderate weight to set up and conduct programs.
- Ability to follow established details and procedures.
- Knowledge of standard office and clerical practices. (Chain of command, filing, documentation, inventory, etc.)
- Ability to effectively use Microsoft Office computer software applications e.g., Microsoft Word, Publisher, PowerPoint, and Excel.
- Ability to effectively use social media such as Web-Blogging, and Facebook.
- Ability to create marketing items, such as flyers, brochures, bulletin boards, and other promotional materials is preferred.

### **Application Pickup**

Applications can be picked up from Dara Schamens, HR Deputy Clerk, in the Clerk of Court's Office or from Daniel Leonard at the Calhoun County UF/IFAS Extension Office. **Applications must be turned in to Dara at the Clerk's Office by Friday, April 26, 2024 at 4:00 p.m. CST.**

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