4-H Program Assistant

Context of the Job:
Cooperative Extension is an informal, educational, nationwide network that combines the expertise and resources of federal, state, and local governments to improve people’s lives. For a century, University of Delaware Cooperative Extension has made a difference in the First State by providing quality educational programming to individuals and communities, based on university research and aimed at meeting the expressed needs of our constituents. The outreach arm of USDA and the American land-grant university system, Cooperative Extension takes the University to the people with programming that includes food safety; nutrition, diet, and health; water quality; 4-H and youth development; sustainable agriculture; home gardening; family development and resource management; leadership and volunteer development; and personal safety-on the road, in the home, and on the farm, and much more.

Under the general direction of the 4-H Extension Educator and the County Extension Director, the 4-H Program Assistant delivers 4-H programming to the local community.

Major Responsibilities:
- Assist in planning and implementing 4-H youth programs for New Castle County 4-H program initiatives including community club, afterschool / in-school and other community-based programs.
- Assist with logistics of scheduled 4-H events. Tasks may include recruiting judges, advertisement, scheduling of speakers and venue, registration and summary of evaluation data etc.
- Assist with community outreach programs and events.
- Assist with the development of promotional materials, flyers, social media content, and other documents.

Qualifications:
- High School Diploma, Associates Degree preferred with credits in education, youth development, or animal science
- Valid driver’s license
- Familiarity of Cooperative Extension and 4-H programs
- Experience with Word Press, Microsoft Office etc.
- Excellent organizational, management and human relations skills
- Excellent written communication and public speaking skills
- Demonstrate the ability to effectively motivate and work with individuals and/or groups
- Excellent time management skills

Special Requirements: This part-time position is 20 hours per week, and may require evening and weekend work with flexible scheduling. This position does not offer benefits. Valid driver’s license and reliable means of transportation required. Employment is contingent upon passing a comprehensive background investigation including fingerprints/criminal history, which indicates that the individual is suitable for employment in compliance with applicable federal and/or state regulations.
**Contact:** Please e-mail your cover letter, resume, and three references including name, telephone number, and address to Kaitlin Klair, kklair@udel.edu by Friday, October 8, 2021.

Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.

The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members and Women. The University's Notice of Non-Discrimination can be found at [http://www.udel.edu/aboutus/legalnotices.html](http://www.udel.edu/aboutus/legalnotices.html)