**4-H Office Professional**

K-State Research and Extension, Wildcat District is seeking a 4-H Office Professional in the Fredonia office location. This position is responsible for managing the 4-H Youth Development functions of the Wildcat District as well as serving as Office Professional. This includes, but is not limited to assisting 4-H agents with newsletter and mailings, assisting with 4-H online, assisting with 4-H contest and event preparation, and providing general administrative support to the district.

**Minimum Qualifications:** Background/experience with 4-H program, and basic understanding of various aspects of program. High degree of office management and multi-tasking capability. Proven experience as office professional. Familiarity of office organization and optimization techniques. Integrity and professionalism. Proficiency in MS office. High School Diploma.

**Preferred Qualifications:** Experience working in educational setting. Ability to work with web editing and social media outreach. Associate’s Degree in business administration or related area.

Salary Range is $11.00-13.00 per hour, depending on qualifications.

Send cover letter, resume, and three references to: K-State Research and Extension, Wildcat Extension District, 120 E. Buffalo St, Girard, KS, 66743, (620)724-8233, wildcatext@ksu.edu. A full job description can be found at: [www.wildcatdistrict.ksu.edu](http://www.wildcatdistrict.ksu.edu). Wildcat Extension District is an Equal Opportunity Employer.

Applications will be accepted until Friday, December 27, 2020.