

# WE'RE HIRING!



## ***PART-TIME ADMINISTRATIVE PROGRAM ASSISTANT***

### **Join Purdue Extension- Harrison County!**

The Part-Time Administrative Program Assistant will assist with educational programming in the program areas of: Agriculture and Natural Resources, Community Development, and Health and Human Sciences, and 4-H Youth Development. The Part-Time Administrative Program Assistant will work independently and collaboratively with the team, including Purdue Extension Educators and County Support Staff.

Key responsibilities include interacting with the public, basic administrative tasks, website management, assisting with planning and scheduling, organizing program materials, and supporting day-of implementation. The ideal candidate will be team-oriented, excel in communication, and be willing to assist in various capacities to support the organization's goals. This role demands flexibility and adaptability, especially during peak seasonal times. The candidate must have experience or willingness to learn multiple software platforms and systems related to educational programming including but not limited to social media, website management, graphic design, office suite, and scheduling software.

This position does not include benefits.

### **Job-Related Details**

- High School diploma or GED required
- Daily computer use and various software platforms
- Efficient time management
- Strong communication and interpersonal skills
- Attention to detail
- Performs related duties as assigned

**For questions and to begin the application process, call us at the Extension Office at 812-738-4236, Monday-Friday from 8:00am-4:30pm, OR visit us in person at 247 Atwood Street, Corydon, IN 47112.**

**APPLY NOW!**

Harrison County is an Equal Opportunity Employer

Purdue University is an Equal Opportunity Equal Access Institution

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## Full-Time Extension Program Assistant

The Full-Time Extension Program Assistant will play a crucial role in supporting educational programming across various extension areas, including Agriculture and Natural Resources, Community Development, Health and Human Sciences, and 4-H Youth Development. This role involves close collaboration with Purdue Extension Educators and County Support Staff, requiring significant support for educators and adaptability in handling diverse workloads, especially during peak seasons and events.

The ideal candidate will excel in time management, multitasking, and quick decision-making. Proficiency in social media management, website maintenance, and promotional design is essential, with a willingness to further enhance and expand these skills as needed.

### Key responsibilities include:

- Providing hands-on support in the development, organization, and delivery of educational programs in partnership with educators
- Collaborating with various stakeholders to ensure effective program execution
- Managing and enhancing the organization's social media and online presence, including creating promotional materials and visual content
- Demonstrating excellent communication skills, both written and verbal, to effectively interact with team members, educators, and the public
- Interacting regularly with the public and performing basic administrative tasks
- Exceptional time-management skills and the ability to think quickly and address problems as they arise

The successful candidate will have a passion for supporting educational initiatives and a proactive approach to managing a range of tasks, contributing to the organization's goals and ensuring smooth operations.

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