**Program Assistant – 4-H Focused (Temporary Position through October 2025)**  
*K-State Research and Extension – McPherson County*

**Position Overview:**

K-State Research and Extension – McPherson County seeks a dynamic and enthusiastic Program Assistant to provide focused support for 4-H programming and the 4-H Fair, with additional assistance in other Extension program areas as needed. This temporary position runs from the date of hire through October 2025. It will be critical in helping plan, coordinate, and implement impactful educational programs for youth and the broader community. Flexibility, organization, and a collaborative spirit are essential.

**Employer and Supervision:**

The McPherson County Extension Board employs the Program Assistant and will report to the board-designated supervising Extension Agent.

**Key Responsibilities:**

In coordination with Extension Agents, the Program Assistant will:

* Assist in planning, organizing, and implementing 4-H programs, including community clubs, project meetings, day camps, and the McPherson County 4-H Fair.
* Provide hands-on support with 4-H Fair preparation, logistics, and on-site assistance during the event.
* Support 4-H youth and adult volunteers by assisting with communications, recordkeeping, event preparation, and volunteer coordination.
* Serve as a liaison between Extension staff, volunteers, families, and the public regarding 4-H programming.
* Help deliver school enrichment programs and after-school initiatives as part of youth development efforts.
* Assist with general program support across other Extension areas, including Agriculture/Natural Resources and Family & Community Wellness, as needed.
* Contribute to office communications, including social media, newsletters, flyers, and website updates to promote programs and events.
* Complete the process to become a certified 4-H volunteer within the first week of employment.

**Required Qualifications:**

* A high school diploma or GED is required, and college coursework or a degree in youth development, agriculture, education, communication, or a related field is preferred.
* Demonstrated interest in working with youth and adult volunteers.
* Strong communication and organizational skills; attention to detail is essential.
* Ability to manage multiple projects in a fast-paced, team-oriented environment.
* Basic computer skills, including Microsoft Office, and comfort using social media.
* Must be able to work independently and represent the Extension office professionally.
* Flexible schedule, including availability for some evenings, weekends, and summer events.

**Work Schedule / Compensation / Benefits:**

* Part-time position (20–40 hours/week negotiable). Weekly hours are to be determined at the time of hire.
* Temporary employment through October 2025.
* Hourly wage based on experience and qualifications.
* Some evening and weekend hours are required, especially during the 4-H Fair season.
* Mileage and travel expenses are reimbursed by K-State policies.
* The work location is based at the McPherson County Extension Office.

**Application Procedure:**

To apply, please visit the McPherson County Extension website at <https://www.mcpherson.ksu.edu> to download an application or stop by the Extension Office for a printed copy.

**Send completed applications or inquiries to:**

McPherson County Extension Office

600 W. Woodside

McPherson, KS 67460

**Contact:**  
Shad Marston, McPherson County Director – [smarston@ksu.edu](mailto:smarston@ksu.edu)

Chuck Laughlin – [claughlin@ksu.edu](mailto:claughlin@ksu.edu)

Phone | 620-241-1523

*Applications will be reviewed as received. The position will remain open until it is filled.*

**Equal Employment Opportunity:** McPherson County Extension is an equal opportunity employer for individuals with disabilities and protected veterans. It actively seeks diversity among its employees.

Kansas State University Agricultural Experiment Station and Cooperative Extension Service K-State Research and Extension is an equal opportunity provider and employer.