

K-State Extension

Walnut Creek District

Program Assistant



Extension
Walnut Creek District

POSITION DESCRIPTION

The Program Assistant will provide essential support to Extension agents in planning, preparing, implementing, and delivering educational programs across the Walnut Creek District. This role is integral to facilitating research-based outreach that meets the diverse needs of district residents. The position reports to the Local Extension Unit Director and requires flexibility to work evenings and weekends, and to travel occasionally overnight.

KEY RESPONSIBILITIES

- Assist Extension agents in planning, coordinating, and delivering educational programs in areas including, but not limited to:
 - 4-H Youth Development
 - Agriculture and Natural Resources
 - Family and Community Wellness
 - Community Vitality
- Support the dissemination of research-based information to district residents via educational programs and outreach activities.
- Aid in the development, preparation, and implementation of educational materials and program activities.
- Promote educational programs and initiatives using a variety of communication channels, including traditional marketing, print materials, district communications, and social media platforms.
- Maintain records, track program participation, and assist in program evaluation efforts as directed.
- Coordinate logistics for events, workshops, and demonstrations, including venue arrangements, materials, and participant communications.

QUALIFICATIONS:

- Strong organizational and communication skills.
- Ability to work collaboratively with Extension agents, volunteers, and community partners.
- Basic knowledge of program areas such as 4-H, agriculture, community wellness, or youth development is desirable.
- Proficiency in standard office software and social media platforms.

WORK REQUIREMENTS: May require evening and weekend hours to support programming schedules. Some overnight travel may be necessary to attend events or trainings.

POSITION LOCATION: Position will be filled in the Rush County Extension Office. Travel throughout the district will be required

BENEFITS:

Salary: Program assistants are part-time employees hired for up to 1,200 hours per year. Due to the nature of the job, employees may be expected to work extra hours. These hours will be approved by the District Director.

Retirement: The program assistant may be enrolled in KPERS (Kansas Public Employees Retirement System).

Life Insurance: The WCED will pay 100% of the life insurance premiums. This includes \$15,000 coverage for employees, and \$10,000 coverage for spouses, and \$5,000 coverage for dependent children.

Office Hours: The Walnut Creek District offices' business hours are Monday through Friday, 8:00 am to 12:00 pm, 1:00 pm to 5:00 pm.

Holidays: Paid holidays are in accordance with the State holiday schedule.

Leave: Program assistants do not receive annual or sick leave.

Equal Employment Opportunity: K-State Research and Extension Walnut District is an equal opportunity provider and employer.

APPLICATION PROCEDURE

Applications can be accessed at www.walnutcreek.ksu.edu. Position is open until filled. Applications must be submitted to any Walnut Creek District Office or by email to Lacey Noterman, District Director, at lnote@ksu.edu.

For more information about this position, contact Lacey Noterman, District Director, 620-397-2806, or lnote@ksu.edu. For more information about the Walnut Creek Extension District, visit: www.walnutcreek.ksu.edu.