Job Title: Administration Program Coordinator

Johnson County K-State Research and Extension, Olathe, KS

Full Time:

Salary range: $34,000 - $37,000
Exempt Status
Benefits include paid sick, holiday, and vacation time off; medical including healthcare savings accounts, dental, vision; and retirement benefits.

Job Description:

Position Summary

The Program Coordinator is responsible for planning and coordinating within a variety of Extension program areas. This position will work closely with the designated Agents and staff to coordinate programs and events for the Extension Master Food Volunteers (EMFV) and Extension Master Naturalist (EMN) programs. Other engagement pieces for this position will be working with staff in Family and Consumer Sciences, Natural Resources, Johnson County Extension Education Foundation (JCEEF) and our accounting department.

Job Requirements

Primary Responsibilities:

- Work with EMFVs and EMNs to plan, schedule, and publicize monthly classes and advanced training opportunities and speaker events.
- Answer and direct calls. Respond to routine requests from the public and volunteers.
- Coordinate registration process for volunteer groups and Agents' programming.
- Maintain communication with registered participants for Extension classes.
- Assist with the logistics of programs and events.
- Coordinate Walk Kansas with County Agent.
- Post information on social media and keep website updated.
- Compile articles for newsletters: weekly, monthly, and bi-monthly.
- Support JCEEF membership activities including annual signature event and other fundraising activities.
- Provide monthly accounting support including tracking credit card charges.
- Perform other duties as assigned.

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Knowledge, Skills and Experience:

- Customer service focused. Must enjoy working with the public and exhibit grace under pressure.
- Excellent communication skills: written, verbal and interpersonal.
- Learn quickly, follow instructions, multi-task with good time-management skills and attention to detail. Strong organizational skills required.
- Team player with a positive can-do attitude, ability to work independently to produce high quality work products and support multiple volunteers and projects.
- Operate general office equipment and personal computers.
- Proficient in Microsoft Office 2010 suites and programs, including Publisher and Outlook.
- Comfortable learning software database programs including: Constant Contact, PEARS (Program, Evaluation and Reporting System), CMS (Content Management System) and QuickBooks.
- Ability to work collaboratively with co-workers and volunteers.
- Ability to maintain confidentiality.

Requirements:

Education

- Bachelor's degree from four-year institute. (Preferred)

Other

- Minimum of 2 years working in program management.
- Valid driver's license.
- Volunteer management or experience is a plus.
- Ability to work Monday – Friday, with some evenings and weekends.

Work duties are primarily sedentary and will be performed at a desk or in an office environment. Work may require some repetitive movement of the arms and hands. There may be some moderate physical exertion such as carrying supplies and other items associated with educational events.

How to apply:

- Send cover letter and resume to tara.markley@jocogov.org . For questions call 913-715-7000.
- Accepting applications through Thursday, December 30, 2021.

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