

### Marais des Cygnes Extension District: Office Professional #2

## Position Summary

Under general supervision, the Office Professional is responsible for performing a wide variety of clerical and administrative duties to support the operations of the Marais des Cygnes Extension District. This role requires strong organizational skills, attention to detail, and the ability to work collaboratively with staff and the public. Please refer to the more detailed list of duties outlined in the job description for a comprehensive understanding of the responsibilities associated with this position.

## Supervision

This position is employed by the Marais des Cygnes Extension District. Supervision is delegated to the District Extension Director and Extension Agents by the District Board.

## Work Schedule

This is a full-time position with normal office hours, Monday through Friday, 8:00 a.m. – 4:30 p.m. Work hours may vary occasionally depending on meetings and events scheduled during evenings and weekends.

## Key Responsibilities

- It is essential for the Office Professional to arrive on time and remain present for the full scheduled shift of 8:00 a.m. to 4:30 p.m. Upon arrival and closure, unlock and lock necessary doors and drawers, prepare phone system and prepare for the opening and closing of the Extension Office.
- Be knowledgeable on K-State Extension and current issues.
- Collect and distribute incoming and outgoing mail on a daily basis, ensuring compliance with current postal regulations.
- Provide front-line customer service by assisting clients in-person, by phone, and via email.
- Maintain office records, files, and databases. Including, but not limited to: accounts receivable/payable, RSVP for events in binder and on-line (if applicable), agriculture samples, office check out systems, and event registrations.
- Administrative and program support for all Agents and Program Managers. Be familiar with the schedules of Agents and other staff.
- Manage office supplies and general office upkeep.
- Prepare, update and proofread documents.
- Assist public with FairEntry system and other on-line systems as well.
- Post class flyers and necessary information to the public bulletin boards, and keep up to date.

- Participate in weekly office conference via Zoom.
- Other duties as assigned.
- This position will provide educational programs and materials to all people of the Marais des Cygnes Extension District without regard to race, religion, national origin, sex, age or disability.

## Specific Responsibilities

- Webmaster
- On-line Presence Manager - create social media graphics, and post to social media on all Marais des Cygnes platforms and community platforms.
- Create marketing materials.
- Constant Contact – create and maintain e-mail lists within Constant Contact and other methods. This includes maintaining and creating e-mail lists for promotion, newsletters, flyers, listservs (Horticulture, FCS, and others). Maintain listserv of volunteer if needed. I.E. EMG, MFV, 4-H.
- Weekly Horticulture Newsletter to Listserv.
- Setup and maintain on-line registration for workshops and classes.
- Ag sampling intake, mailing and paperwork as a backup for Office Professional #1.
- 4-H Responsibilities
  - 4-H On-line management in Miami County, including approvals in 4-H On-line.
  - Send welcome e-mail to all 4-H families as they enroll November to May.
  - Update Join 4-H flyer with club information and other 4-H documents as needed.
  - Create & Periodically Update 4-H Beyond Ready Club Brochures with current 4-H clubs, meeting times & places, and leader contact information.
  - Compile, design and send monthly 4-H newsletter.
  - Organize financial reviews and leadership reports.
  - Sort 4-H Record Books and other award items.
  - Achievement Celebration – create program and help where needed with preparations.
  - Approve adult volunteers in the 4-H On-line system after confirming with Office Professional #3 or checking the list to make sure they have been screened.
  - Miami County Fair – county fair duties as outlined by 4-H agent.
  - Kansas State Fair Exhibit Pre-entry.
  - Kansas State Fair preparation – entry cards, score sheets, forms and stickers as needed.
  - Other fair and 4-H duties as outlined.
- Cover for Office Professional #1, as needed.
- Take deposits to the bank for Office Professional #1.

## Qualifications

- High school diploma or equivalent required;
- One year of clerical or similar work experience, experience in bookkeeping is required.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Publisher), Canva, Constant Contact and other computer systems used by the District.
- Strong written and verbal communication skills.

- Operate and maintain various office equipment.
- Ability to manage multiple tasks and prioritize effectively.