

Job Title:

Program Coordinator, Natural Resources

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

Part Time: 20 hours per week (not to exceed 995 hours per calendar year)

Salary Range: \$18 -\$20 per hour

Job Description:

Position Summary

The Natural Resources Program Coordinator is responsible for planning and coordinating events within Natural Resources, including Extension Master Naturalist (EMN), youth and adult classes, advanced training opportunities, and speaker events. Additionally, the Program Coordinator assists in the coordination of the Johnson County EMN program. This position will work closely with the Natural Resources (NR) Agent to coordinate programs/events and assist where necessary. The qualified person for this position should enjoy working with volunteers and implementing projects in an environment of teamwork.

Job Requirements

Primary Responsibilities:

- Work closely with the NR Agent and support staff to provide steady, reliable administrative support to EMN volunteers and the public.
- Work with the NR Agent and EMNs to plan, schedule, publicize, and implement EMN project workdays, monthly classes, EMN advanced training opportunities, EMN annual recognition event, community outreach events (e.g., farmer's markets), and other requested programs and events.
- Manage registration process and communication with participants for Natural Resources and EMN programs.
- Support the content development, coordination, and dissemination of external and internal communication via weekly and monthly newsletters and ad hoc publication requests.
- In coordination with the Communications Manager, support the NR Agent in social media communication and maintaining internal and external websites.
- Provide monthly accounting support, including tracking income and expenses for the EMN program.
- Serve as liaison to EMN committee activities, including attending meetings as needed, on-site visits, and other activities that provide support and assistance to volunteers.
- Support NR Agent in coordinating and organizing EMN Basic Training and recruitment.
- Perform other duties as assigned.

Knowledge, Skills and Experience:

- Prior experience or education in the field of Natural Resources.
- Customer service focused. Must enjoy working with the public and exhibit grace under pressure.
- Excellent communication skills written, verbal, and interpersonal.
- Ability to learn quickly, follow instructions, and multi-task with good time-management skills and keen attention to detail.
- Strong organizational skills.
- Ability to work independently and collaboratively with co-workers and volunteers to produce high-quality work products and simultaneously support multiple volunteers and projects.
- Operate general office equipment and personal computers.
- Proficient in Microsoft 365 suite programs and Zoom.
- Comfortable learning software and design programs including but not limited to: Constant Contact, PEARS (Program, Evaluation and Reporting System), CMS (Content management System), Sign Up Genius, and Canva.
- Ability to maintain confidentiality.

Requirements:

Education

- Bachelor's degree from a four-year institute (preferred) or an associate degree from a two-year institute.

Other

- Minimum of 2 years working in program coordination.
- Valid driver's license
- Ability to work part-time Monday – Friday, some evenings or Saturdays may be requested.

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 boxes and other items associated with educational events.

How to apply:

- Send cover letter and resume to amy.keigher@jocogov.org. For questions call 913- 715-7000.
- Accepting applications until the position is filled.

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