

4-H Office Professional Position Description

K-State Research and Extension-Wyandotte County

DEADLINE TO APPLY: Open until filled.

Job Description – Office Professional (Full-Time)

Location: Wyandotte County Extension Office, 1216 N 79th St., Kansas City, KS 66112

Position Type: Full-time, 37.5 hours/week

Work Schedule: Monday–Friday, 8:00 a.m.–4:30 p.m., with occasional evenings or weekends

Reports To: 4-H Agent and Extension Director

Employer: Wyandotte County Extension Board

Application Materials

Submit a **cover letter**, **resume**, and **3–4 professional references** to **Denise Dias, Extension Director** (Email: ddias@ksu.edu).

Position Overview

The Office Professional provides administrative, communications, and program support to the Wyandotte County Extension team, with emphasis on 4-H. The role supports office operations, marketing, and program logistics to help deliver accurate, research-based information to the community.

Key Responsibilities

- Support the Extension Director, 4-H Agent, and staff in promoting Wyandotte County Extension programs.
- Provide front-office coverage (phones, visitors, scheduling, and coverage during absences).
- Process daily office services, including soil tests, radon kits, registrations, payments, mailings, and recordkeeping.
- Create and distribute program communications (newsletters, graphics, social media, website updates, and promotional materials).
- Manage the Wyandotte County Extension 4-H Facebook page and respond to 4-H calls and emails.
- Support the 4-H Agent with program preparation, errands, supply purchasing, and related logistics.
- Assist with County and State Fair preparation and other major events.
- Participate in professional development, virtual updates, and coordination with Extension professionals; perform other duties as assigned.

Education & Experience

Required:

- High School Diploma or GED
- Minimum 2 years of relevant work experience

Preferred:

- Associate degree or higher in a related field

Additional Qualifications:

- Strong team player with a positive, proactive attitude
- Ability to work independently, manage multiple tasks, and produce high-quality work
- Experience in communications and content creation
- Ability to represent Extension with a professional and positive brand image
- Excellent attention to detail and organizational skills
- Strong written and interpersonal communication skills
- Motivated, results-oriented, and comfortable working in a fast-paced environment
- Flexible under tight deadlines
- Extension experience is a plus

Physical Requirements

Work is primarily sedentary in an office setting, with repetitive hand/arm movements and occasional lifting or carrying of supplies. A valid driver's license is required.

Confidentiality Statement

Employees must maintain strict confidentiality of sensitive, proprietary, and personally identifiable information obtained during employment. Unauthorized disclosure may result in disciplinary action, up to and including termination. Employees must follow applicable privacy laws, organizational policies, and ethical standards.

Pay & Benefits

Hourly Pay: \$18.00–\$20.00 per hour, based on experience and skills

Benefits include:

- 8 hours of vacation earned per pay period (24 days/year)
- 10 county/government holidays
- 3.7 hours of sick leave per pay period (88.8 hours/year)
- \$400/month health insurance stipend
- Up to \$50/month cell phone stipend, paid twice per year

KPERS retirement (mandatory enrollment after 1 year)

Equal Opportunity Statement

K-State Extension – Wyandotte County is an **equal opportunity provider and employer**. A **criminal background check** is required for employment.