

PROGRAM ASSISTANT

The Ohio County WVU Extension Service is seeking candidates for the full-time position of Program Assistant employed through the Ohio County Commission. This position includes health benefits and will be scheduled to commence in April or May 2021.

Duties: Under the supervision of the County Program Coordinator, as well as the direction, guidance, and evaluation of the WVU Extension Agents, the Program Assistant will assist with the development and delivery of educational programs for Extension Service; coordinate event logistics; and provide administrative and clerical support. This position requires discretion and strict confidentiality in regard to managed information. Occasional night and weekend work is required including during the Ohio County Country Fair and 4-H camps.

Requirements: Minimum of Associate's Degree with two years of related work experience (Bachelor's Degree with related experience is preferred); knowledge and experience with Microsoft Word, Access and Excel; high degree of written and/or verbal communication skills in dealing with other employees, clients, and the general public. Other requirements include a valid driver's license; provides own transportation to complete assigned duties (mileage reimbursement provided); ability to pass a required criminal background check; ability to successfully attain WVU policy certifications; and ability to work overnight events such as 4-H camp during the summer.

All qualified candidates are encouraged to apply by April 9, 2021 by 4:00 p.m. The position will remain open until filled. Full position description is available upon request via email. No phone inquiries.

Candidates must submit a cover letter, resume, and three professional references to the Ohio County WVU Extension Service via email at ohiocountyextension@mail.wvu.edu or mail to: WVU Extension Service, ATTN: Program Assistant, 51 16th Street, Room 301, Wheeling, WV 26003.

All inquiries will be held in strict confidence. Equal opportunity Employer.