

**Qualifications Part Time Secretary and 4-H Assistant
for the
San Jacinto County Texas AgriLife Extension Office**

Our office is seeking a part time person. This is not your typical office job. We are a small office serving a large community in multiple areas, including youth and agriculture.

Qualifications include:

High School Diploma is required.

Experience with 4-H is a plus, but not required.

The ability to listen and communicate is extremely important.

Must be able to pass a drug test and a background check.

Must be able to lift/move objects up to 50lbs.

At least 6 months experience in general office procedures.

Experience in customer service.

Must be able to follow directions, work independently and be a team player.

Must be organized and have the ability to multi-task.

Knowledge of Microsoft office, teams and google docs is needed.

Experience answering phones, filing, copying and other office skills.

Ability to proofread and create letters, flyers and emails in a professional manner.

Ability to update office websites and Social media posts or willingness to learn.

Ability to work in a fast paced environment.

Some nights and weekends are required.

Additional hours may be required during times of disaster.

Must be flexible on schedule during office hours.

Must have/be willing to obtain your notary certification.

Must be willing to work with a diverse group of people and help clientele and 4-H families.

Professional appearance and positive attitude is required.

Must complete all required 4-H background and volunteer training.

Must be willing and capable to work with groups of kids.

Must be willing and capable to work with volunteers.

Must be willing and capable to lead youth activities.

For more details please contact our office at (936) 653-2024

Applications can be picked up at our office Monday-Thursday 8:30-4:30 and Friday 8:30-11:30. The office is located at 250 Live Oak Suite A, Coldspring TX 77331.