Douglas County is located along Interstate 70, between Topeka and Kansas City. The diversified urban, suburban, and rural population is over 120,000. There are three universities in the county: University of Kansas, Baker University and Haskell Indian Nations University. There are four incorporated cities in Douglas County, with Lawrence, the largest, having a population of 96,800. Other cities include Baldwin City, Eudora, and Lecompton. Douglas County is a multi-agent county with five agents and eight support staff.

**TITLE:** Program Coordinator, 4-H Youth Futures  

**LOCATION:** Douglas County, Lawrence, Kansas  

**APPLICATION DATE:** Screening of application materials will begin immediately and continue until the position is filled. This position is available on or after March 1, 2020. The starting date is immediate upon hire.  

**RESPONSIBILITIES:** Douglas County Extension is looking to fill the position of Program Coordinator for the 4-H Youth Futures Program to be located in Lawrence, KS. This is a 12-month appointment. Successful applicant will be responsible for delivering informal educational programs related to college and career readiness to youth and their mentors. They will also be responsible for management of mentee/mentor pairings, scheduling meeting times, and coordinating activities for mentees and mentors, and keeping track of monthly mentorship hours. The 4-H Youth Futures Program Coordinator must be self-motivated, well organized, and capable of functioning effectively in an independent work environment. Excellent verbal and written skills are essential. Bachelor’s or Associate’s degree preferred. Competent work experience related with work responsibilities may be substituted for degree. Knowledge of program management and deliverance methods preferred. Submit resume and cover letter to kpeine@ksu.edu. Screening will begin immediately. K-State Research and Extension is an equal opportunity employer and seeks diversity among its employees. Background checks required upon hire.  

**QUALIFICATIONS**  

**Required:**  
- Ability to communicate effectively, both orally and in writing, with individuals, groups, and through mass media.  
- Experience managing/coordinating programming in an organized manner.  
- Access to a personal vehicle and ability to obtain/maintain a valid driver’s license.
QUALIFICATIONS CONT.
Preferred:
- Bachelor’s or associate’s degree in education, youth development, sociology, community development, or other related fields, with major course work, professional development, and experience appropriate to the needs of the position.
- Experience working with adults and youth from various ethnic and socio-economic backgrounds.
- Ability to utilize electronic communication and computer applications to fulfill programming responsibilities.
- Self-motivation and ability to work with a minimum of supervision, balancing multiple projects.
- Experience working with communities to bring about social change and/or improve quality of life.

SALARY, BENEFITS, AND PROFESSIONAL DEVELOPMENT
1. The salary for this position pays $16/hour, for 20 hours a week, running until April 15, 2021.
2. Reimbursement for travel related to achieving program objectives.

APPLICATION PROCEDURE
Submit a resume and cover letter to kpeine@ksu.edu by Friday, February 21. For more information about the position, please contact Kaitlyn Peine at the Douglas County Extension Office, 785-843-7058.

EQUAL EMPLOYMENT OPPORTUNITY: Kansas State University is an Equal Opportunity Employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees.