

# GRAYSON COUNTY JOB POSTINGS

Equal Opportunity Employer

Persons with disabilities are encouraged to request assistance during the application process. Please call the Human Resources Dept. at 903-813-813-4091 to request the assistance.

	Date Posted: Sept 5, 2025 Closing Date: Open Until Filled Positions Open: 1
Position:	Part-time 4-H Program Assistant (20 - 29 hours)
Department	Texas A&M AgriLife Extension
Job Number:	
Minimum Salary:	\$15 Hourly
Duties	Teach and assist teaching 4-H Curriculum in afterschool programs and sometimes school classrooms. Assist walk in customers, answer telephones, compile reports and surveys, filing, mailings and copier duties. Prepare and distribute mass mailings including newsletters, press releases and promotional flyers.
Qualifications:	Organizational and management practices. Good people skills. Have the ability and desire to work with adults and youth. Basic office procedures and methods. Ability to utilize computer, copier and other office machines. Must have a valid driver's license.
Requirements:	High school diploma or GED. Have general experience in working with people, filing and computer skills. Must have reliable transportation. Must pass a criminal background check and pre-employment drug screen.
Benefits:	Participation in the Texas County and District Retirement