Texas A&M AgriLife Extension Office – Coleman County is hiring for a full-time office manager. The office manager of the Texas A&M AgriLife Extension Service office is employed by the county but works under the direct supervision of the County Extension Agents. The office manager is responsible for organizing and coordinating office operations and procedures to ensure organizational effectiveness and efficiency. The County Extension Office is a business office. It is the responsibility of the office manager and agents to maintain a business atmosphere and create a feeling of goodwill on the part of the caller to the office through courteous treatment and efficient service. The clientele includes 4-H member families and other youth, school faculty, Extension faculty, business people, community leaders, adult volunteers, general public, ag producers, homeowners and other agricultural related office personnel. The Office Manager must be able to work with and eager to learn technology: Word, Canva, Excel, Outlook Email, TEAMS, etc as well as managing supplies for the office and maintaining records. The Office Manager will assist in planning of programs as needed, plan and create weekly newsletters, help ensure that deadlines are met and registrations on 4-H Online are approved.

* Monday – Thursday 8am-4:30pm, Friday 8am-4:00pm, Lunch 12:00pm-1:00pm
* Blue Cross/Blue Shield Paid Insurance
* Paid Holiday/Vacation/Sick Leave

If interested, applications may be picked up at the Coleman County Extension Office at 100 Live Oak Suite 202 Coleman, TX 76834. They can also be found online at [www.co.coleman.tx.us](http://www.co.coleman.tx.us) under the Employment Opportunities🡪 Job Openings.

For more information contact the Coleman County Extension Office at 325-625-4519.