

### **Description of Work:**

Rutherford County Cooperative Extension is accepting applications for a part-time Program and Outreach Coordinator. Responsibilities include working with Rutherford County Farmer's Market vendors and customers, event planning, and Extension program support.

### **Preferred Skills:**

The successful candidate should be a team player who is self-motivated and proficient in computer skills (email and Microsoft Office), event planning, meeting facilitation, conflict resolution/problem solving, marketing, and customer service. He/she should also be able to network and collaborate with other entities as needed.

A valid driver's license is required. Background check required.

High School diploma with at least 2 year's customer service skills preferred.

### **Position Details:**

This is a part-time position – 25 hours per week Tuesday-Saturday.

Hourly            \$10.52 per hour