

**Calhoun County Cooperative Extension Service**  
**20816 Central Ave East, Blountstown, FL 32424**

**Employment Opportunity**  
***Office Manager***

**Wage approximately \$13-\$14/hour**

This is a full time Calhoun County employment opportunity assisting two University of Florida IFAS Extension Agents in office management and county 4-H, agricultural, environmental, and horticultural programs. Minimum requirements include, but are not limited to:

- A working knowledge of Microsoft Office 365 (Word, Excel, PowerPoint, Outlook, etc.)
- Completed testing through the CareerSource Chipola for Microsoft Office 365
- A high school diploma.

Duties of this position include, but are not limited to:

- Answering Phones
- Greeting and assisting clients
- Managing incoming and outgoing mail
- Managing client contact databases using Microsoft Excel, or other applicable programs
- Creating mailing labels from the contact databases
- Operating and maintaining office copier, fax, and postage machines
- Ordering office supplies
- Processing Invoices
- Reconciling annual budgets in cooperation with Extension Agents and County Personnel
- Typing letters, forms, fliers, etc. using Microsoft Word, Publisher, or other applicable programs
- Assisting the Extension Agents with various educational programs and associated paperwork

**To apply please submit the following to the CareerSource Chipola:**

- A completed Application for Employment from the CareerSource Chipola
- A brief one-page cover letter stating why you are interested in this job.
- A current Resume

*The Board of County Commissioners reserves the right to accept or reject any and all applications.  
Calhoun County is an Equal Opportunity Employer/Drug Free Workplace.*