

## **Administrative Assistant/Fair Manager—MSU Extension - Broadwater County**

Broadwater County is seeking qualified applicants to fill the position of Administrative Assistant/Fair Manager. This is a permanent position working 40 hours per week in the MSU Extension Office in Broadwater County. It provides support to the Extension Agent for educational outreach programs and Broadwater County 4-H. The position works with the Fair Board and coordinates County Fair events. The wage is \$12-14/hr. DOE, and includes health insurance and other benefits. Applicants must be able to pass a background check. Applications and a copy of the job description can be obtained in the Accounting Office at the Broadwater County Courthouse, 515 Broadway, Townsend, 406-266-9202, or by emailing [mbeebe@co.broadwater.mt.us](mailto:mbeebe@co.broadwater.mt.us). Applications and resumes must be received by 5:00 pm on September 1, 2020. Position is open until filled.

*Broadwater County is an equal opportunity employer. Broadwater County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities. Veterans and Disabled preferences are applicable.*

Advertise 8/21/2020, 8/28/2020