

EMPLOYMENT OPPORTUNITY
OFFICE MANAGER - WVU NICHOLAS COUNTY EXTENSION OFFICE

The Nicholas County Commission is currently accepting applications for a full-time position with benefits as an Office Manager for the WVU Nicholas County Extension office. The person hired will be considered a county employee and will be subject to the county's Employee Handbook. Starting salary will be \$2,250.00 monthly with health insurance (PEIA), retirement (WVPERS), and additional fringe benefits. Job duties will include but are not limited to: Serve as primary contact for the public, manage daily functions of the WVU Extension Nicholas County office, support outreach programming, manage databases and correspondence, mailings, social media, develop promotional materials, event management and financial reporting.

For a complete job description and application email Lauren.weatherford@mail.wvu.edu or call 304-872-7898. To apply include a cover letter highlighting relevant education, skills and/or experience with your completed application, send to Lauren Weatherford WVU Extension Nicholas County lauren.weatherford@mail.wvu.edu. The deadline for submission of applications will be end of day Friday, April 4th, 2025.

Examples of duties listed in the description is intended only as an illustration of the various types of work to be performed. The omission of specific statements of responsibilities/duties does not exclude them from the position if the work is similarly related or a logical assignment to the position.

The Nicholas County Commission is an Affirmative Action/Equal Opportunity Employer. The Nicholas County Commission does not discriminate against any interested individual on grounds of race, creed, color, sex, religion, age, disability, or national origin. The Nicholas County Commission and WVU Nicholas County Extension has the right to accept or reject any or all applications received.

Signed: Nicholas County Commission

D. Craig Chapman, President

Garrett E. Cole, Commissioner

Gary E. Roberts Jr., Commissioner