

Tamara Schubert

Work: 575.622.3210

tamschub@nmsu.edu

Education

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| May 2009 | <i>Master of Arts, New Mexico State University</i> Major: Agricultural and Extension Education |
| May 2006 | <i>Bachelor of Science, New Mexico State University</i> Major: Family and Consumer Sciences Education |

Experience

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| September 2021 - Present | FCS/4-H Agent – Chaves County Cooperative Extension Service, Roswell |
| October 2020 – Sept 2021 | Accounting Tech- City of Gainesville, Gainesville, TX |
| July 2009-October 2020 | Educator/ Office Assistant- Cowboy Church Ministries, Weatherford, TX |
| August 2002- July 2009 | 4-H Agent - Bernalillo County Cooperative Extension Service, Albuquerque |

4-H Agent - Major Duties and Responsibilities

Program Planning

- Develop and maintain a thorough knowledge of 4-H youth and other youth, family living, social, economic, political, and cultural characteristics of the county – maintaining liaisons with local leaders.
- Discuss and analyze county situational information with Extension staff and program planning committees to identify needs which are met through educational activities in 4-H, agriculture programs, economic development and related Extension programs.
- Prepare a plan of work for 4-H, family and consumer science, economic development and related areas in cooperation with other county and state Extension staff members.

Program Execution

- Carry out responsibilities to accomplish the 4-H, family and consumer sciences, and economic development goals as reflected in the county plan of work.
- Teach and disseminate information in 4-H, family and consumer sciences, economic development and other youth/adult work and related areas to county residents.
- Consult with the extension staff members in regard to assistance needed from resource people, relating to program responsibilities.
- Prepare and maintain an Affirmative Action Plan to assure full compliance of the Civil Rights Act of 1964 and subsequent sections to the act. Assist administrative leadership to observe and comply with all Equal Employment Opportunity guidelines.
- Recruit and train youth and adult leaders – provide counsel and assistance to leaders in organizing, conducting, and evaluating programs.

Relationships

- Responsible to county director for administrative matters pertaining to compliance with all policies, procedures, and regulations relating to the operation of the County Extension Organization.
- Work under the supervision of the county director and responsible to the district director.
- Receive guidance and counsel in program planning execution as well as professional development from the district director.
- Utilize the state specialists and other state staff members for technical subject matter assistance and program ideas.
- Provide program supervision and training on special assignment to other county staff members in 4-H, family and consumer sciences, economic development and related fields and teaching techniques.

- Cooperate with other members of the county Extension staff in Extension program areas of mutual interests.
- Lend support to county staff's efforts in developing and maintaining favorable working relationships with individuals, agencies, groups and organizations.
- Provide leadership and guidance to lay persons involved in the County Extension Program.

Selection of Presentations Given

State 4-H Leader's Forum, "Sew and Grow," November 2023
 Chaves County, "One Pot Meals" presentation, April 2023
 New Mexico State 4-H FCS School, "Sewing Track" workshop, Albuquerque, NM March 2023
 Chaves County, "Sewing 103: Pattern Sense" presentation, February 2023
 State 4-H New Agent Orientation, "FCS Skills for Success" February 2023
 Kitchen Creations, "Diabetic Cooking School" classes, February 2023
 Chaves County, "Cook Once (Make Ahead Freezer Meals)" presentation, January 2023
 Chaves County, "Of Course You Can" presentation, August 2022
 Chaves County Extension Clubs, "From This to That" presentation, July 2022
 Chaves County Extension Clubs, "Sewing 102: Sew Handy" presentation, June 2022
 Chaves County Extension Clubs, "Cold Weather Meals" presentation, March 2022

Audio/Video Productions

Schubert, Tamara. "Hatching Ducks." Chaves County: New Mexico State University, 2023
 Schubert, Tamara. "Laughter Therapy: A Moment Take a Breath." Chaves County: New Mexico State University, 2023
 Schubert, Tamara. "National Pecan Month." Chaves County: New Mexico State University, 2023
 Schubert, Tamara. "National Creativity Month." Chaves County: New Mexico State University, 2023
 Schubert, Tamara. "Homemade Holidays." Chaves County: New Mexico State University, 2022
 Schubert, Tamara. "Turkey Talk." Chaves County: New Mexico State University, 2022
 Schubert, Tamara. "Handy Mixes." Chaves County: New Mexico State University, 2022
 Schubert, Tamara. "Fall Fun." Chaves County: New Mexico State University, 2022
 Schubert, Tamara. "Preventing Fraud." Chaves County: New Mexico State University, 2022
 Schubert, Tamara. "Ages and Stages: DIY At Home Activities." Chaves County: New Mexico State University, 2022
 Schubert, Tamara. "Take a Moment Take a Breath." Chaves County: New Mexico State University, 2022
 Schubert, Tamara. "My Plate: Handy Lunches." Chaves County: New Mexico State University, 2022
 Schubert, Tamara. "Semi Homemade." Chaves County: New Mexico State University, 2022
 Schubert, Tamara. "Recycle Upcycle." Chaves County: New Mexico State University, 2022.
 Schubert, Tamara. "Exercise From Your Chair." Chaves County: New Mexico State University, 2022
 Schubert, Tamara, Drew Garnett. "ReGrow." Chaves County: New Mexico State University, 2022
 Schubert, Tamara. "Getting the Most Out of Our Clothes." Chaves County: New Mexico State University, 2021

Committees

CES, State and Local Committee Work

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| 2023 | 100% Chaves County Initiative |
| 2022-present | Chaves County Healthy Council |
| 2022-present | RISD Community Wellness Committee |
| 2022-present | Chaves County 4-H/FFA EXPO Ex-officio member |
| 2021-present | ENMSF Educational Building Superintendent |
| 2005-present | Shattered Lives of Doña Ana County Committee |

New Mexico Association of Extension 4-H Agents

2022-present Professional Development Committee, chair

State 4-H Committees

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| 2023 | State 4-H Conference Planning Committee |
| 2022-present | NM Volunteer Development Committee |
| 2022-present | NM 4-H FCS School Planning Committee |
| 2021-present | State 4-H Curriculum Committee |
| 2008 | NM State 4-H Leadership Team, advisor |

Professional Memberships

New Mexico Association of Extension 4-H Agents (NMAE4-HA)