Tamara Schubert

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Work: 575.622.3210

# Education

May 2009 *Master of Arts, New Mexico State University*

Major: Agricultural and Extension Education

May 2006 *Bachelor of Science, New Mexico State University*

Major: Family and Consumer Sciences Education

# Experience

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*

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*

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)