POSITION ANNOUNCEMENT # 00023188

Title: Program Extension Agent I
Family Nutrition Program (FNP)
(GRANT-FUNDED, NON-TENURE ACCRUING) 1.0 FTE

Location: Sarasota, FL (Sarasota County)
Salary: According to IFAS salary model

Position open to: REVIEW OF APPLICATIONS WILL BEGIN on September 28, 2007 AND WILL CONTINUE UN TIL THE POSITION IS FILLED.

Roles and Responsibilities: The Program Extension Agent (County Faculty) will be responsible for planning, teaching and evaluating educational programs for families and youth, with emphasis on improving diets and lifestyles. The position will focus on the Family Nutrition Program (FNP). The County Faculty member must have a good knowledge of nutrition, community-based programming, and educational principles. The successful candidate must demonstrate ability to work with community agencies and groups in collaborations and partnerships, establish a strong local advisory committee and develop good media relations. The County faculty member will recruit, train and utilize paraprofessionals and volunteers in building strong community programs.

This position is located in Sarasota, Florida.

The County Faculty member will assume other responsibilities as assigned by County Director or District Director.

Examples of duties include:

Supervise Paraprofessionals. Recruit, employ, and oversee daily activities and assess performance of paraprofessionals working with FNP. Handle routine personnel procedures including applications and interview data, employment papers, time worked cards, travel, leave records and performance evaluations in cooperation with the County Extension Director. Conduct initial and continuous training for program assistants in appropriate and relevant subject matter, using selected instructional materials, including program assessment for FNP, understanding the audience, objectives, guidelines, supervision, volunteer recruitment, management, and agency cooperation.

Community Relations. Become familiar with and identify the specific convenient community facilities where the program will be conducted and to schedule work in each setting. The successful candidate will plan visibility efforts to communicate the results of programs to prospective clientele, cooperating agencies, and county/state governments. Maintain on-going coordination activities with cooperating agencies regarding FNP including routine communication with PAs and agency staff to ensure that the PAs are appropriately functioning within the project.
**Reporting.** Submit monthly reports of match and contacts for FNP. Write the FNP budget proposal annually. Complete any necessary forms for purchasing, personnel, and budgets. Any other reports or forms as necessary.

**Teach Nutrition.** Conduct nutrition education programs for the target audience on a regular basis.

**Qualifications** A degree in Family and Consumer Science, Nutrition, or related field of study is required. Good knowledge of nutrition and community-based programming and educational principles is required. The successful candidate must pass physical examinations and background checks as required by Sarasota County and/or the University of Florida.