



Position # 0001-4170

Requisition # 52077

Classification Title: Extension Agent I, II, or III – Family and Consumer Sciences

Application deadline: 20 September 2019

Job Description:

The Florida Cooperative Extension Service is a partnership between state, federal, and county governments that provides quality, relevant education and research-based expertise to foster healthy people, a healthy environment, and a healthy economy. We are the resource that helps educate Floridians to address issues related to agriculture, natural resources, youth development, families and communities.

University of Florida/IFAS Extension and Bay County seek to fill a 12-month, permanent status accruing Family and Consumer Sciences Extension Agent position. As the agent, you will provide leadership for development, implementation, teaching, evaluation, and reporting accomplishments of a comprehensive program in cooperation with local citizens and county/state extension colleagues.

Your job assignment will include:

- Providing leadership and educational expertise in the area of Family and Consumer Sciences.
- Providing educational programs that may include housing, financial and money management, family development, nutrition and wellness, food safety, and sustainable community development.
- Planning, teaching, evaluating, and reporting accomplishments of educational programs centered on community development, economic development, and families.
- Serving as part of a team of extension faculty assisting in planning, teaching, evaluating, and reporting accomplishments of educational programs district-wide.
- Developing strategies to deliver, articulate, and communicate complex issues to diverse audiences, including use of volunteers, traditional and new technologies of education.
- Securing external funding to support specific programming in the form of public or private grants and contracts.
- Following all University of Florida and Bay County policies and procedures.
- Assuming other assignments and responsibilities in support of the total extension program as assigned by the County Extension Director and District Extension Director.

You must demonstrate the ability to work with community agencies and groups in collaborations and partnerships; work with and enhance strong advisory committees and develop good media relations; design, implement, and evaluate community based educational

programs based on needs assessment with input from community members; work cooperatively as a leader and team member; and work independently with minimal supervision.

Minimum requirements:

The successful candidate will have a bachelor's degree from an accredited college or university in family and consumer sciences, education, community development/sociology, or a related field. If hired solely with a bachelor's degree, we want you to continue to grow in your career. As such, we expect you to make at least 50% progress towards obtaining your master's degree within the first 6 years of employment.

You must demonstrate knowledge and experience in the use and application of information technology for teaching and communication. In addition, you must possess good verbal and written communication skills; have qualities of resourcefulness, creativity, enthusiasm and innovativeness; and have good organizational development and management skills.

Extension Agents are UF/IFAS faculty members; implicit in this position is the need to work outside of normal business hours. Therefore, you must be flexible with your time and must be willing to work irregular hours, including evenings and weekends and occasional overnight travel.

You must be able to obtain a Florida Driver's license and must be willing to travel using personal transportation. You may be required to pass a county physical, criminal background check, and drug test.

Preferred qualifications:

A master's degree is preferred. Previous experience with family and consumer science extension programs and experience as an extension agent are desirable. Expertise in getting groups to work together for a higher goal, managing competing priorities, and adaptability to handle unexpected situations is a plus for this role. Experience working in multicultural settings and coursework/training on multicultural topics are highly desirable. You should be an effective written and verbal communicator, feel comfortable presenting in front of small and large crowds, be able to establish solid partnerships, and find innovative ways to attract new audiences and volunteers. Bay County residency is preferred, as you will be expected to be an active member of the community.

Further information:

Bay County is a coastal located in the panhandle of Northwest Florida approximately 2 hours east of Pensacola and 2 hours west of Tallahassee. Bay County has a population of 180,000. Currently three faculty members, one support staff, and two program assistants make up the UF/IFAS Extension – Bay County team. The Bay County Extension office is located in recently renovated building, formally City Hall for Cedar Grove. The building is provided by the Bay County Board of County Commissioners for office and meeting space. This facility solely houses UF/IFAS Extension faculty, staff, and volunteers supporting their community educational efforts.

Extension is a partnership between state, federal, and county governments to provide scientific knowledge and expertise to the public. As such, all partners are involved in the supervision of the office and contribute to the salary and support resources. The primary goal of Extension is to disseminate the latest knowledge and applicable technologies in agriculture, human and natural resources, and the life sciences in order to sustain and enhance the quality of human life. The UF/IFAS mission is accomplished through extension faculty members, scientists, educators, administrative staff, and volunteers working cohesively throughout Florida's 67 counties.

Application Instructions

Apply at <http://apply.interfolio.com/67843> by 11:59 p.m. (Eastern) of the posting end date, and attach:

- Cover letter that describes how your experience and qualifications have prepared you for this position
- Résumé or Curriculum vitae

The following documents are required and may either be submitted through the above link at the time of application, or sent separately to our office (below).

- Previous Employment Form (located at http://personnel.ifas.ufl.edu/prev_employment.pdf).
- Unofficial copies of all transcripts and/or coursework of your academic degrees
- A minimum of 3 reference rating forms (located at http://personnel.ifas.ufl.edu/ref_form.pdf) from your professional/academic references. Reference forms will be kept on file for 1 year and will be automatically used with any of our extension agent positions you apply for during that time.

Reference rating forms and unofficial transcripts not submitted at the time of application should be submitted/postmarked by the next business day after the position's closing date. They may be submitted to:

Ms. Dana LeCuyer
UF IFAS Human Resources
Faculty Recruitment and Hiring
P O Box 110281
Gainesville, FL 32611-0281
dlecuyer@ufl.edu
Fax: (352) 392-3226

Selected candidate will be required to provide an official transcript to the hiring department upon hire. A transcript will not be considered “official” if a designation of “Issued to Student” is visible. Degrees earned from an education institution outside of the United States are required to be evaluated by a professional credentialing service provider approved by [National Association of Credential Evaluation Services \(NACES\)](#).

If an accommodation due to a disability is needed to apply for this position, please call 352-392-2477 or the Florida Relay System at 800-955-8771 (TDD). Hiring is contingent upon eligibility to work in the US. Searches are conducted in accordance with Florida’s Sunshine Law.

The [University of Florida](#) is an Equal Opportunity Institution dedicated to building a broadly diverse and inclusive faculty and staff. The [Institute of Food and Agricultural Sciences](#) is committed to creating an environment that affirms diversity across a variety of dimensions, including ability, class, ethnicity/race, gender identity and expression. We particularly welcome applicants who can contribute to such an environment through their scholarship, teaching, mentoring, and professional service. The University and greater Gainesville community enjoy a diversity of cultural events, restaurants, year-round outdoor recreational activities, and social opportunities.