Position Summary
University of Florida/IFAS Extension and Martin County seek to fill a 12-month, full-time permanent status accruing Extension Agent position with a self-starting, energetic, team-oriented individual who will also serve as County Extension Director (CED). The CED position will lead, administer, supervise, and coordinate the overall University of Florida/IFAS Extension program in Martin County, in accord with county extension faculty and staff responsible for their respective educational programs. The Martin County faculty and staff currently includes two other extension agents (Sustainability and Commercial Horticulture, and 4-H) one professional assistant, and one program assistant. The CED will maintain effective working relationships with clientele, county officials, community leaders, media, related agencies and the general public, and market extension program successes throughout the county. Other CED responsibilities include developing and following a strategic plan focused on marketing Extension’s successes, strengthening external relationships, successfully addressing compliance issues, personnel mentoring and leadership, and revenue enhancement.

The Sea Grant portion of this position is responsible for providing leadership for the development, implementation, and evaluation of a comprehensive marine science program in cooperation with county and state extension colleagues and local citizens. Programs will emphasize environmental stewardship, long-term economic development, and responsible use of coastal and ocean resources. Martin County is facing continuing challenges associated with a highly urbanized environment adjacent to economically and environmentally important coastal ecosystems.

Duties and Responsibilities
- Work with the private sector to conduct extension programs that support both economic growth and environmental sustainability. Programs developed will likely be centered on sustainable fisheries, marine ecosystem restoration, and environmentally responsible marine industries.
- Develop educational programming for marine resource users, scientists, and county, state, and federal regulatory agencies for the purpose of improving the co-management of marine resources by the various stakeholders.
- Deliver educational programs using a wide variety of approaches (e.g., workshops, conferences, publications, and electronic media.)
• Collaborate with UF/IFAS Florida Sea Grant Extension faculty in surrounding counties and UF state extension specialists to plan and develop extension education programs.
• Provide educational information to individuals and businesses concerning marine uses, environmental protection, water quality, climate change issues, and resource management.
• Participate in regional task force committees and university service.
• Participate in collaborative practical and applied research projects associated with his/her area of expertise.
• Provide regional contributions to UF/IFAS Florida Sea Grant and other extension agents regarding marine education programs. These contributions include aligning programs with the UF/IFAS Extension Roadmap and participating on at least one Florida Sea Grant work action group (https://www.flseagrant.org/program-areas/).
• Establish and maintain an effective advisory committee to assist with program development, implementation, and establish a system for accountability and public information to all relevant individuals, groups, organizations and agencies.
• Accept other duties as assigned or determined to be relevant to marine extension education programs by the County and the District Extension Director including related 4-H Youth Development programs and priority statewide initiatives.

**Qualifications**

A Master’s degree is required, along with at least 5 years of professional extension experience or equivalent. Previous CED experience or equivalent is preferred. The master’s degree should be in marine science, environmental science, biological science or a related field; a PhD is preferred. Knowledge and experience in public or business administration, or political science is essential. Degrees must be from an accredited college or university. Coursework and practical experience in marine science is preferred. The successful candidate will have a strong commitment to education. Practical experience in extension education as well as working with diverse stakeholders will be beneficial. Other requirements include excellent communication skills (oral, written, and listening), computer and social media competency, ability to organize and motivate people, and good teamwork skills. Experience working in multicultural settings and coursework/training on multicultural topics are highly desirable. The agent must have ability to work effectively with a diverse audience including minority groups, community leaders, media, and the general public. The ability to work with community organizations, agencies and their leaders to develop collaborative programming is necessary.

The agent must be willing to work irregular hours, evenings and weekends. Occasional overnight travel is required, as well as travel with personal transportation. Upon employment, the successful candidate must be able to obtain and maintain a valid Florida driver’s license. Prior to appointment, the successful candidate must pass a Martin County physical, drug screening and background check.

Extension faculty currently located in the UF/IFAS Extension, Martin County Extension office that meet Agent II, III, or IV qualifications with a minimum master’s degree are eligible to apply.
Other information
Martin County (www.martin.fl.us) is located on the southeast Florida coast, bordered by St. Lucie County to the north and Palm Beach County to the south. The extension office (martin.ifas.ufl.edu) is located next to the county fairgrounds on SR A1A in Stuart.

UF/IFAS Extension is a partnership between state, federal, and county governments that provides scientific knowledge and expertise to the public through the Florida Cooperative Extension Service. UF/IFAS Extension encompasses thousands of extension faculty members, scientists, educators, administrative staff, and volunteers, all working to making knowledge accessible to sustain and enhance the quality of human life. For more about UF/IFAS Extension, please see solutionsforyourlife.ufl.edu/about/.

Florida Sea Grant is a university-based program that supports research, education and extension to conserve coastal resources and enhance economic opportunities for the people of Florida. Our extension, education and outreach programs are done in partnership with UF/IFAS Extension and coastal counties of Florida. For more about Florida Sea Grant, please see www.flseagrant.org/.

Extension programming in Martin County is a cooperative arrangement between the County and UF/IFAS. As such, both partners are involved in the supervision of the office and contribute to the salary and support resources.

FOR INFORMATIONAL PURPOSES ONLY: 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 through the online UF application system at http://explore.jobs.ufl.edu/cw/en-us/job/505138, and attach your Resume or CV, as well as a cover letter that describes how your experience and qualifications have prepared you for this position. Application must be submitted by 11:55 p.m. (Eastern) of the posting end date.

TO COMPLETE YOUR APPLICATION, PLEASE SUBMIT THE FOLLOWING:

You must submit unofficial copies of all transcripts and/or coursework of your academic degrees. You may attach these as an "other" document, or you may submit to our office as directed below. An unofficial copy is acceptable for the application process, but before you can
be hired, IFAS Human Resources must have the official transcript for your highest degree on file.

Also, all applicants must have at least three reference rating forms on file. Reference forms must be less than one year old. If you have not already done so, please contact your professional/academic references and ask that they complete a reference rating form on your behalf. The form is located at http://personnel.ifas.ufl.edu/ref_form.pdf.

Please also complete and submit the Previous Employment Form (located at http://personnel.ifas.ufl.edu/prev_employment.pdf).

With the exception of official transcripts, all items submitted by mail must be postmarked no later than the next business day after the position closing date. All documents submitted by fax or email must be received no later than the next business day. If your official transcripts will arrive after the closing date, you must also submit unofficial transcripts by the deadline.

Requested reference forms and transcripts should 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

Final candidate will be required to provide 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), which can be found at http://www.naces.org/.

The University of Florida is an Equal Opportunity Institution dedicated to building a broadly diverse and inclusive faculty and staff. The selection process will be conducted in accord with the provisions of Florida’s ‘Government in the Sunshine’ and Public Records Laws. Persons with disabilities have the right to request and receive reasonable accommodation.