Family and Consumer Sciences Extension Agent I, II, or III
University of Florida/IFAS Extension at Palm Beach County
West Palm Beach, FL (Southeast Extension District)

Closing Date: 24 November 2017

University of Florida/IFAS Extension and Palm Beach County seek to fill a 12-month, permanent status-accruing Family and Consumer Sciences (FCS) Extension Agent position. The agent’s major responsibilities will be to provide 1) leadership for the FCS section, 2) management for the Strengthening Marriages and Relationship Training (SMART) grant, and 3) support for the Family Nutrition (SNAP-Ed) and Expanded Food and Nutrition Education (EFNEP) Programs. The agent will also plan, implement, evaluate, and report on a comprehensive education program in the areas of family and personal development, financial management, housing, and consumer issues.

The Agent will 1) manage the day-to-day operations of the FCS section including supervising faculty and staff, managing the section budget to provide for faculty and staff needs and directly communicate with County Extension Director (CED); 2) directly manage the SMART grant; 3) support the FNP Program Manager in developing the program plan; 4) work with UF/IFAS state extension specialists to implement family development programs including child care, seniors, relationship and interpersonal issues; financial education programs including credit and debt management, effective spending plans; 5) conduct programs educating target populations and organizations on housing education including Closing Your South Florida Home for seasonal residents; 6) conduct consumer education programs, especially related to scams, fraud and identity theft.

The Agent will be expected to have the ability to work with the latest program delivery methods including social media and other innovations. The candidate will network with other agencies and groups on cooperative educational programs and will work with an existing advisory committee to assess clientele needs and program direction. The candidate will work closely with the County Extension Director and the District Extension Director, and will assume other duties as assigned by the directors to meet the responsibilities of the total county extension effort.

The Agent will create an annual plan of work and report of accomplishment and will submit all required faculty reports. It is expected that the candidate will have excellent organizational and management skills (including managing grants), good record-keeping techniques, and will respond to clients in a timely and efficient manner. The agent will be required to attain promotion and permanent status per UF/IFAS Extension county faculty policies and guidelines. The Agent will comply with the guidelines of the Florida Cooperative Extension Service Affirmative Action plans and will adhere to University of Florida as well as county policies.
Additional qualities of the successful candidate include:

- A working knowledge of social media and marketing, Facebook, video-conferencing, and other similar online educational techniques.
- Ability to work with other extension agents as part of a team.
- Ability to write articles and fact sheets, develop multi-media presentations, and create posters, exhibits, and webinars.
- Ability to acquire program enhancement grants and seek extramural funding.
- Ability to develop or assist with 4-H Youth Development activities.
- Ability to develop and lead FCS volunteer programs such as Master Food and Nutrition Volunteer or Master Money Mentor.
- Participation in professional organizations appropriate for this position.

Candidates will be reviewed as applications are received, but please be aware that interviews might not be scheduled until 4 to 6 weeks after the position closing date.

Qualifications
A bachelor’s degree in family and consumer sciences, human/family development, financial management, or a related field is required. Preferred qualifications include a master's degree. If hired with a bachelor’s degree only, at least 50% progress towards obtaining a master’s degree is required within 6 years of employment. Experience in teaching, writing, and developing educational programs is preferred. Demonstrated abilities in organizational skills and written and oral communication are necessary. The agent must be personable and have an astute ability to build strong collaborations with internal and external partners. The candidate must be willing to work irregular hours and weekends. Occasional overnight travel is required. Must be able to obtain a Florida driver’s license and be willing to travel using personal transportation.

Special requirements
The successful candidate must pass a Level II background screening as required by the University of Florida.

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/505294, 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.