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

Application deadline: 24 May 2018

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 Orange County are seeking an Extension Agent to lead Family and Consumer Sciences (FCS) and Food Systems education through the design, implementation, and evaluation of extension programming that meets the needs of the county’s diverse population.

As the Extension Agent, you will provide programming in nutrition, health, wellness, and FCS aspects of local food systems. “Food systems” in the context of this position includes sustainable production, harvesting, processing, packaging, marketing, and consumption of local foods. Food systems encompasses community food initiatives, community supported agriculture, farm to consumer efforts, consumer education of agricultural operations, farmers markets, and agri-tourism. You will train clientele on the Florida Cottage Food Law and the ServSafe food safety program for food managers and servers.

You will build an advisory committee composed of citizens and professionals that will assist you with program priorities and design to reach your audiences. You will obtain financial resources to support your programs and you will manage all components (e.g., policies, records, risk, communication, and accountability).

You will grow a volunteer base to expand program scope and collaborate with colleagues and local clientele on food system initiatives, nutrition, and wellness education. You will empower individuals, families and 4-H youth to adopt healthy eating habits and lifestyle behaviors that can prevent or delay the onset of chronic illnesses such as heart diseases, hypertension, diabetes, osteoporosis and cancer.

This role provides the opportunity to make a positive impact in Orange County as you serve as a role model to the community while helping shape future generations. You will also collaborate
with the County Extension Director and District Extension Director on other duties as assigned by them including multi-county projects.

**Minimum requirements:**
A successful candidate will have a bachelor’s degree in family and consumer sciences, nutrition, dietetics, health and wellness, or a related field. A flexible schedule that allows for irregular hours is necessary. You must be able to provide food demonstrations and classes to the public or manage competent volunteers to provide this service. Proficiency with computer technology, software applications, and internet use is required.

If hired with solely a bachelor’s degree, we want you to continue to grow in your career. As such, we expect you to make at least 50% of progress towards obtaining your master’s degree within the first 6 years of employment. Course work completed within the State University System of Florida comes with a tuition waiver. A valid driver’s license as well as national background screening is a requirement of this position.

**Preferred qualifications:**
Highly desirable are a master’s degree; professional experience in the field; Spanish/English bilingual ability; and familiarity with or willingness to learn webpage design software and online tools in educational technology. 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. You must 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.

**Further information:**
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/507225](http://explore.jobs.ufl.edu/cw/en-us/job/507225), 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. Applications 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
dlecyer@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.