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

Application deadline: 24 May 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 Hillsborough County seek to fill a 12-month, permanent status-accruing Family and Consumer Sciences (FCS) Extension Agent position. As the Agent, you will provide direction and leadership to develop, implement, evaluate, and report on a comprehensive FCS extension program. The main focus areas will be human nutrition, health, wellness, and food systems. You will empower individuals and families to adopt healthy eating habits and lifestyle behaviors that can prevent or delay the onset of chronic illnesses such as heart disease, hypertension, hyperlipidemia, and diabetes. You will also deliver food handler certification courses and provide food safety education to consumers and to public, private, and non-profit organizations.

Job duties and responsibilities include:
- Designing, teaching, evaluating, and reporting on community-based educational programs focusing on human nutrition, wellness, and food systems to consumers and organizations.
- Implementing programs and providing services that reflect the diverse needs of the community.
- Managing volunteer systems and extending educational efforts through these systems.
- Developing good media relations to promote and disseminate educational information.
- Establishing an advisory committee of citizens and professionals to analyze the county situation, identify priority issues, and assist with program design to reach target clientele.
- Managing financial resources to support extension programs.
- Managing program components including program policies, records, risk management, communication, and educational materials.
- Establishing and maintaining an effective system for accountability and public information to all relevant individuals, groups, organizations, and agencies.
• Developing and sustaining partnerships with community agencies and leaders, businesses, media, and the general public on local food initiatives, nutrition and wellness.
• Developing effective working relationships with the 4-H Youth Development program plus other food system and nutrition programs in Hillsborough County.
• Following all University of Florida and Hillsborough County policies and procedures.

You will assume other responsibilities as assigned by the County Extension Director or District Extension Director. As a Univ. of Florida faculty member, You will work to acquire grants and in-kind support, lead interdisciplinary efforts, develop creative works (presentations, fact sheets, posters, webpage tools), and write non-technical educational materials for clientele.

The successful candidate will demonstrate the ability to work with community agencies, governmental entities, and individual community leaders in collaborations and partnerships. You must have the ability and desire to work effectively with culturally, ethnically, and socioeconomically diverse audiences. You will create an annual plan of work (POW) and a report of accomplishment (ROA), and you will be expected to attain permanent status and promotion per UF/IFAS guidelines.

**Minimum requirements:**
The successful candidate will have a bachelor’s degree from an accredited college or university in family and consumer sciences, nutrition, dietetics, health & wellness, or a closely 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. Tuition is waived for coursework completed within the State of Florida University system.

Required skills include strong writing and public speaking plus proficiency with late-edition Microsoft Office applications, web research, and navigation. You will actively participate in the Florida Extension Association for Family and Consumer Sciences (FEAFCS) professional organization.

Extension Agents are UF/IFAS faculty members; implicit in this position is the need to work outside of normal business hours. Therefore, the candidate must be flexible with his/her time and must be willing to work irregular hours, including evenings and weekends and occasional overnight travel. The candidate must be able to obtain a Florida Driver’s license and must be willing to travel using personal transportation. The successful candidate must pass a drug screening and background check as required by Hillsborough County policy.

**Preferred qualifications:**
A master’s degree and professional experience are preferred. A professional license in dietetics as approved by Florida Department of Professional Regulation is preferred. Bilingual ability (English/Spanish) and familiarity with, or willingness to learn, webpage design software and online tools in educational technology are highly desirable.
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 at http://apply.interfolio.com/62960 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
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.