POSITION ANNOUNCEMENT #0002-3216

Title: Program Extension Agent I 
Expanded Food and Nutrition Education Program (EFNEP) 
Family Nutrition Program 
(GRANT-FUNDED, NON-TENURE ACCRUING) 1.0 FTE

Location: Palm Beach County, FL (Palm Beach County)

Salary: According to IFAS salary model

Position open to: REVIEW OF APPLICATIONS WILL BEGIN December 15, 2006
AND WILL CONTINUE UNTIL THE POSITION IS FILLED.

Roles and Responsibilities: The Program Extension Agent (County Faculty) will be responsible for planning, teaching and evaluating educational programs for families and youth, with emphasis on improving diets and lifestyles. The position will focus on the Expanded Food and Nutrition Program (EFNEP) the Family Nutrition Program (FNP). The agent must have good knowledge of nutrition, community-based programming, and educational principles. The successful candidate must demonstrate ability to work with community agencies and groups in collaborations and partnerships, participate actively in an advisory committee and develop good media relations. The agent will recruit, train and utilize paraprofessionals and volunteers in building strong community programs.

This position is located in Palm Beach County, Florida.

The Agent will assume other responsibilities as assigned by Program Leader or County Director.
Examples of duties include:

**Supervise Paraprofessionals (PA’s).** Recruit, employ, and oversee daily activities and assess performance of paraprofessionals working with EFNEP and FNP. Handle routine personnel procedures including applications and interview data, employment papers, time worked cards, travel, leave records; and performance evaluations in cooperation with the County Extension Director. Conduct initial and continuous training for program assistants in appropriate and relevant subject matter, using selected instructional materials, including program assessment for EFNEP and FNP, understanding the audience, objectives, guidelines, supervision, volunteer recruitment, management, and agency cooperation.

**Community Relations.** Become familiar with and identify the specific convenient community facilities where the program will be conducted and schedule work in each setting. Communicate results of programs to prospective clientele, cooperating agencies, and
county/state governments. Maintain on-going coordination activities with cooperating agencies regarding EFNEP including routine communication with PAs and agency staff to ensure that the PAs are appropriately functioning within the project.

**Reporting.** Handle the EFNEP reporting system and provide accurate reports as needed to document the impact of EFNEP with clients. Submit monthly reports of match and contacts for FNP. Write the FNP budget proposal annually. Complete any necessary forms for purchasing, personnel, and budgets. Any other reports or forms as necessary.

**Teach Nutrition.** Conduct nutrition education programs for the target audience on a regular basis.

**Qualifications** A bachelor’s degree in Family and Consumer Science, Nutrition, Education, Adult Education, or related field of study is required. Good knowledge of nutrition and community-based programming and educational principles is required. The successful candidate must pass physical examinations and background checks as required by Palm Beach County and/or the University of Florida.

**Apply to:** University of Florida, Personnel Affairs, IFAS
P.O. Box 110130
Gainesville, FL 32611-0130
Telephone: (352) 392-4777   Fax: (352) 846-1326