

**POSITION ANNOUNCEMENT # 0001-2874**  
**REQUISITION # 0803318**

**Title:**           **Program Extension Agent I, II or III**  
                  **Family Nutrition Program (FNP)**  
                  **(GRANT-FUNDED, NON-TENURE ACCRUING)**

**Location:**     **Santa Rosa County (Milton), FL**

**Salary:**       **Commensurate with qualifications and experience**

**Position open to:**   **2/04/2010**

The Family Nutrition Program (FNP) Program Extension Agent will be responsible for planning, teaching, and evaluating educational programs for families and youth, with emphasis on improving diet and lifestyle. The position will focus on FNP and the implementation and evaluation of the comprehensive county Family and Consumer Sciences (FCS) education program. FNP is the Florida component of Food Stamp Nutrition Education. The agent must have a 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, establish a strong local advisory committee, and develop good media relations. Multi-county programming with neighboring counties is expected.

The agent will: Recruit, employ, and oversee daily activities and assess performance of paraprofessionals working with 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 FNP, understanding the audience, objectives, guidelines, supervision, volunteer recruitment, management, and agency cooperation. The agent will seek grant funds to enhance programmatic efforts and provide support for the county 4-H program in an appropriate subject area. The agent will assume other responsibilities as assigned by County Extension Director or District Extension Director.

Santa Rosa county contains approximately 1,016 square miles of land area with a population of more than 150,000. It has 43,793 households and 33,326 families residing in the county. Santa Rosa county borders Alabama to the north and the beautiful gulf coast beaches to the south.

A Bachelor's degree in Family and Consumer Sciences or related field of study is required. A Master's degree and experience is preferred. Candidates without a Master's degree will be expected to make significant progress toward degree completion within 5 years. Job requirements include some evening and weekend work, and will involve travel to state, regional and national professional improvement conferences related to program areas. The successful candidate must pass a physical examination, drug screening, and background checks as required by Santa Rosa county government. County residence is preferred, but not required. The agent is expected to be an active member of the community.

**Application instructions:**

Apply through the online UF GatorJobs application system (at <https://jobs.ufl.edu> ), referencing requisition # 0803318. Although an Extension Agent is classified as a Faculty position, a "TEAMS, OPS

...Cooperative Extension application” is required.

Please attach your Resume or CV, and a cover letter that describes how your experience and qualifications have prepared you for this position.

TO COMPLETE YOUR APPLICATION, PLEASE SUBMIT THE FOLLOWING:

You must submit unofficial copies of all transcripts and/or coursework of your professional 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. Official transcripts must be issued directly to our office.

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 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](http://personnel.ifas.ufl.edu/ref_form.pdf).

With the exception of official transcripts, all items submitted by mail must be postmarked no later than the next business day of the position closing date. All documents submitted by fax or email must be received no later than the next business day.

Requested forms and transcripts should be submitted as follows:

Faxed to the IFAS Office of Human Resources, Faculty Recruitment and Hiring, Attention Dana LeCuyer at 352-392-3226

OR

Emailed to [dlecuyer@ufl.edu](mailto:dlecuyer@ufl.edu)

OR

Mailed to:

Dana LeCuyer  
UF IFAS Human Resources  
Faculty Recruitment and Hiring  
P O Box 110281  
Gainesville, FL 32611-0281

Women and minorities are encouraged to apply.

***The University of Florida is an equal opportunity, equal access, affirmative action employer. The “government in the sunshine” laws of Florida require that all documents relating to the search process, including letters of application/nomination and reference, be available for public inspection.***