



EXTENSION SPECIALIST II-FCS PROGRAM LEADER

Date: May 11, 2021

FLSA Status: Exempt

Location: Pine Bluff, AR

Posting End Date: May 31, 2021

SUMMARY

The University of Arkansas at Pine Bluff Cooperative Extension Program is searching to fill the position of Extension Specialist II-Family and Consumer Sciences Extension Program Leader in the School of Agriculture, Fisheries, and Human Sciences. The candidate provides administrative coordination and program leadership for all Extension programs in Family and Consumer Sciences. The candidate will assume the following duties: provide program and administrative oversight and accountability for Family and Consumer Sciences within the 1890 Extension Program: serve as direct contact to external agencies relating to program implementation, budget and accountability reports and coordination.

FUNCTIONS

Review and provide all major projects' products, teaching materials, projects news releases and reports.

Act as the primary spokesperson in responding to inquiries about Extension and Consumer Sciences Programs.

Prepare program of work and coordinate program activities.

Establish and maintain a system for reviewing and completing program tasks.

Develop a reporting system that will consolidate county data into an integrated assessment of program impacts.

Prepare required reports and file reports with appropriate funding agencies in timely manner.

Oversee the dissemination of program impacts to the Extension system, the University and other agencies and organization who work with low-income audiences in Family and Consumer Sciences.

Maintain communication with the 1890 Extension administration and Dean of progress on the program.

Supervise all EFNEP, SNAP-Ed and other Family and Consumer Sciences Extension staff, and perform other assigned duties.

KNOWLEDGE, SKILLS & ABILITIES

Strong verbal and written communication skills. Ability to manage, implement and coordinate programs.

Manage program budgets. Ability to work effectively with a faculty and staff. Strong computer skills.

MINIMUM QUALIFICATIONS

A graduate degree (Ph.D. preferred, M.S. degree required in an area in Family and Consumer Sciences).

A minimum of ten years of prior FCS Extension experience is preferred.

SALARY

Commensurate with qualification and experience

ADDITIONAL INFORMATION

Fringe Benefits: Group health, dental, life and disability insurance; retirement, Social Security; worker's compensation; paid holidays; vacation and sick leave; tuition discount for employee, spouse and unmarried dependent children.

INTERESTED APPLICANTS SHOULD COMPLETE THE UNIVERSITY OF ARKANSAS AT PINE BLUFF JOB APPLICATION

The University of Arkansas at Pine Bluff is committed to creating a safe and secure educational and work environment. We are committed to leveraging inclusion and diversity principles. The University of Arkansas at Pine Bluff is an Equal Opportunity/Affirmative Action Employer. We are committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, pregnancy, age, disability, citizenship, national origin, genetic information, military or veteran status, or any other status or characteristic protected by law. Candidates must have proof of legal authority to work in the United States on the first day of employment, and all applicant information is subject to public disclosure under the Arkansas Freedom of Information Act.