Position Announcement: County Extension Coordinator – DeKalb County

Headquarters: Decatur, GA, NW District

Position Available: 10/1/2016

www.dekalbchamber.org

This position is responsible for coordinating the efforts of the DeKalb County Extension staff including organizing and allocating resources, preparing budgets, maintaining relationships, interpreting and communicating policy, evaluating, reporting, and teaching (25% of work time or less on average) in an assigned educational outreach program area.

Qualifications: This position requires:

- Successful experience in program development and management, a demonstrated communication ability as well as skills in leadership and management, a demonstrated ability to multi-task and work as a team member and with groups;
- The ability to design, coordinate, and teach educational programs to meet community needs; and a
- A Bachelor’s degree in an Extension related area or in Public Administration (a Master’s degree is strongly preferred).

Major Responsibilities:

- Provides leadership in working with local leaders, advisory and planning groups, funding sources and elected officials to develop understanding and support for all Extension programs.
- Utilizes the expertise of advisory groups, community leaders, public officials and representatives of intended audiences to analyze data, identify needs, and assist in developing educational programs.
- Develops a plan of work that is equitable in meeting the needs of the varied county socio-economic situations.
- Targets specific audiences for educational programs addressing critical issues identified in plan of work.
- Implements Extension’s Equal Opportunity plan.
- Develops and conducts relevant interdisciplinary programs with other staff members based on critical issues.
- Collaborates with other agencies and community groups to plan and implement programs.
- Conducts promotional efforts to expand the public’s view of extension programming.
- Utilizes current research data and information on emerging issues in program development and teaching.
- Demonstrates personal interest and involvement in community by participating in and supporting civic/community activities/organizations and networking with community leaders.
- See www.caes.uga.edu/intranet/coextopr/pdfs/coextagentjd.pdf for a listing of other responsibilities.
- This position requires frequent night meetings, some weekend work, and attendance at out-of-county meetings. A valid driver’s license is required. http://extension.uga.edu/about/join/careers.cfm

Administrative Relationships: This position serves as a UGA Public Service Faculty Member and a member of the DeKalb County Extension Staff (http://www.caes.uga.edu/extension/dekalb/) and is under the direction and leadership of the Northwest District Extension Director.

Starting Salary & Benefits: Commensurate with qualifications and experience as well as an excellent benefits package as a faculty member of the University of Georgia

Application Procedures: To ensure consideration, your application must be received in UGA Human Resources’ iPAWS system by June 12th, 2016. Apply online at www.ugajobsearch.com/applicants/Central?quickFind=68962 (Posting Number 20160865) under “County Extension Agents”. Please direct any questions to: UGA Extension Northwest District Office, 1109 Experiment St., Flynt Building Room 227, Griffin, GA 30223-1797, 770-228-7274, nwdist@uga.edu. You will be asked to provide an official transcript of the highest degree obtained and three letters of reference if selected as the final candidate.

The University of Georgia is an EEO/AA/Vet/Disability Institution. As such, we are especially interested in candidates who can contribute to the diversity and excellence of the academic community. We not only strongly encourage women, minorities and other diverse candidates to consider applying for this position, but we also maintain that all candidates should share our commitment to diversity and inclusion. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, gender identity, sexual orientation or protected veteran status.

extension.uga.edu

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