Position Announcement: Training Coordinator, Center for Urban Agriculture, College of Agricultural and Environmental Sciences, the University of Georgia. This is a twelve-month Public Service and Outreach faculty position based off our Griffin Campus in Griffin, GA.

Qualifications:

- Master’s degree in Horticultural Sciences or related disciplines and considerable experience related to horticulture and outreach programming is required.
- Ability to effectively relate to urban agricultural industry, University, county and state faculty and staff, state agency representatives and professional associations.
- High degree of competency in teaching and testing.
- Demonstrated abilities in the areas of planning, organizing, budgeting, personnel management, motivation and team building.

Duties/Responsibilities:

- Administer Center training programs in urban agriculture, including certification programs.
- Organize, coordinate and evaluate training workshops and programs designed to prepare participants for various phases of certification testing; organize, coordinate and evaluate workshops and programs such as continuing education for certified individuals.
- Organize, coordinate and evaluate all testing opportunities.
- Develop and manage an annual budget.
- Evaluate training and testing methods and materials adopted for program certification; facilitate the development and implementation of suggested revisions.
- Facilitate the development and implementation of training and testing methods, materials and opportunities for non-English speaking individuals interested in certification.
- Facilitate the development and implementation of training and testing methods, materials and opportunities for individuals challenged with different learning and testing processing skills.
- Direct program marketing.
- Participate in relevant activities to develop extramural funding.
- Manage registration and recertification fees from participants; maintain accurate and reliable records of participant certification and recertification.

Salary will be commensurate with qualifications and experience. A letter of application, addressing experience, qualifications and philosophy of this position, a resume, and three letters of reference must be submitted directly to Dr. Kris Braman, Center for Urban Agriculture Coordinator, the University of Georgia – Griffin Campus, 1109 Experiment Street, Griffin, GA 30223, E-mail: kbraman@uga.edu. Review of applications will begin immediately. Tentative start date of the position will be 10/1/15.

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