

Program Coordinator (Public Service Technician)
UConn Extension- Hartford County

Coordinator

UConn Extension welcomes applications for an experienced professional to coordinate the Advancing 4-H Careers in Food and Agriculture via Biotechnology and STEM (FANE) project. This individual will assist with implementing a 4-H program for youth grades 9-12 and assisting youth in creating gaming technology and outreach materials on biotechnology and STEM, including GMO. This position is funded by the FANE grant program. The program is funded through the National Institute of Food and Agriculture (NIFA)/United States Department of Agriculture (USDA) and provides research based, quality 4-H educational programming in afterschool programs to youth in grades 9-12. This part-time position reports to the Associate Extension Educator.

DUTIES AND RESPONSIBILITIES

- Plan and implement grant activities for youth enrolled in 4-H Biotechnology and STEM clubs at multiple partner sites
- Assist Program Assistant in engaging youth in game development related to biotechnology and STEM
- Coordinate recruitment of 4-H partners sites, enrolling youth participants, and process applications
- Organize and attend meetings with other members of Grant team
- Assist Program Assistant in supporting teen members in the development of outreach materials related to biotechnology and STEM
- Set up various Field trips for youth participants
- Assist with scheduling of Advisory Committee meetings
- Maintain website
- Compiles and prepares reports, as requested
- Performs related duties, as assigned

MINIMUM QUALIFICATIONS

- * Bachelor's degree or equivalent experience
- Flexibility with work schedule
- Demonstrated interpersonal skills necessary for effective work relationships
- Demonstrated ability to communicate information effectively to groups with different and diverse backgrounds and experience (e.g., youth, agency staff, and volunteers)
- Demonstrated ability to prioritize tasks and manage multiple priorities
- Experience coordinating educational programs
- Demonstrated ability to resolve administrative problems efficiently, effectively, and independently
- Demonstrated ability to use software to complete administrative tasks (e.g., Microsoft Word, Excel and PowerPoint)
- Demonstrated ability to use data management software (i.e., ability to upload documents to database)
- Demonstrated ability to use social media

- Demonstrated ability to exercise discretion and maintain confidentiality
- Demonstrated ability to follow multi-step directions
- Driver's license and dependable transportation

PREFERRED QUALIFICATIONS

- Experience with curriculum development
- STEM/Science background
- Prior experience with teen age youth in the formal or informal setting
- Experience with Quali financial system
- Experience updating and managing websites in Aurora
- Familiarity with UConn Extension
- Advocate of biotechnology

APPOINTMENT TERMS

This position is compensated at \$21 per hour for approximately 15 hours per week. The appointment term is six months with the possibility of continuation dependent upon program needs and available funding. The office will be the Hartford County Extension Office in Farmington. Some field hours may be required at various community locations in the Hartford County area as well as field trip locations.

TO APPLY

For full consideration, please submit a **cover letter**, a **resume**, and the names and contact information for **three professional references** to Jen Cushman (Jennifer.cushman@uconn.edu). Employment of the successful candidate is contingent upon the successful completion of a pre-employment background check.

All employees are subject to adherence to the State Code of Ethics which can be found at <http://www.ct.gov/ethics/default.asp>.

The College of Agriculture, Health, and Natural Resources has developed and implemented a Strategic Vision to guide the development and focus of our teaching, research, and Extension programs in the years 2020-2025. The Associate Dean for Extension and Diversity will provide leadership in advancing the implementation of the College's five strategic priorities (<https://cahnr.uconn.edu/visionandvalues>).

- * Ensuring a vibrant agriculture industry and sustainable food supply
- * Enhancing health and well-being locally, nationally, and globally
- * Dismantling structural racism and fostering environments that advance racial equity, inclusion and belonging by advocating for antiracist policies, practices, and norms
- * Fostering sustainable landscapes across urban-rural interfaces
- * Advancing resilience and adaptation in a changing climate

The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.

