

POSITION VACANCY ANNOUNCEMENT

POSITION: Community Educator Specialist II *One position in Kings County*

CLOSING DATE: **August 11, 2017**

SALARY RANGE: \$34,300 - \$66,90 annually with excellent benefits. Part-time position (50%)

LOCATION: University of California Cooperative Extension
680 N. Campus
Hanford, CA 93230

PURPOSE:

The UC ANR 4-H Youth Development Program is a statewide program delivered at the local county level. The Community Education Specialist 2 (CES 2) in Kings County is supervised by the County Director and/or the 4-H Youth Development Advisor (YDA). The CES 2 will coordinate and monitor the daily activities of the 4-H Youth Development Club Programs in Kings County; be responsible for fiscal oversight and monitoring compliance of 4-H Club enrollments; process facility use agreements; monitor compliance of 4-H policies and procedures; provide ongoing training and technical assistance to volunteers; and conduct evaluation to measure program effectiveness. The CES 2 will interact on a regular basis with the State 4-H Office.

SKILLS, KNOWLEDGE, ABILITY:

- Course work in personnel management, youth development, program management, community service, or education and experience in Youth Development work; or an equivalent combination of education and years of experience.
- Experience training professionals and/or volunteers, conducting workshops, and/or with facilitation.
- Knowledge of Microsoft Office (Word, Excel, Publisher, Power Point).
- Knowledge of the 4-H club program and/or similar youth informal educational programs.
- The ability to implement knowledge of University Policies and Procedures in order to effectively manage the 4-H program.
- Knowledge of electronic information dissemination methods (e.g., website, Facebook, blog, twitter, etc.).
- Experience in managing, training, and supervising volunteers is preferred.
- Demonstrated experience creating brochures, fliers and other recruitment materials to be handed out at community events.
- Ability to represent the 4-H Club Program in the county at community events and/or by attending local and state meetings.

TO APPLY: For more information or to apply search for requisition No 20170376 on the UC Office of the President Jobs website <https://jobs.ucop.edu/applicants/Central?quickFind=60589>

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