

POSITION ANNOUNCEMENT - Extension Program Assistant

32 hrs/wk (evening and weekends as required) • 4-H VIP (Very Important Person)

Contact: Shenile Ford, County Extension Director • 229 Kingold Blvd. Ste. E. • Snow Hill, North Carolina 28580

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Position summary: The 4-H VIP Extension Assistant is an employee of the CALS Cooperative Extension at NC State University. The position will be housed in the Greene County Extension Center and work under the direct supervision of the County Extension Director with guidance from the 4-H and Family and Consumer Sciences Agent and the state-level CYFAR Project Manager and the Project Evaluator. The 4-H VIP Program provides parent education and related subject matter to enrolled teen parents.

Essential Job Duties: Build collaborative partnerships with relevant agencies and programs • Recruit eligible participants into the program • Deliver approved curricula through regular group activities and home visits to include follow-up technology based contacts • Integrate childcare providers and extended family into program efforts • Collect required data from participants and volunteers, and submit records and reports as required • Maintain participant confidentiality • Coordinate with county Extension staff to provide participants with additional educational opportunities as needed • Coordinate with collaborating agencies to provide opportunities to teach on-site, in-group settings and to access additional program resources • Support and interact with county advisory groups in programming for the target audience • Enhance program visibility by communicating programs results • Availability to attend required training in preparation for the job • Computer skills to include Microsoft Office, Facebook, text messaging and tweeting required • Availability to attend required out of state meetings and training • University background check.

Anticipated hiring range: \$24,960 • Bachelor's degree required • Familiarity with community and with limited resource youth and families is preferred • Familiarity with teen social, emotional, physical and cognitive development • Familiarity with early childhood social, emotional, physical and cognitive development.

Required License or Certification: A valid North Carolina driver's license is required within 60 days of start date and must be maintained.

Additional Applicant Information: Apply on line@ the NCSU jobs page (<http://jobs.ncsu.edu/postings/3224>)

Job Open Date: 01/17/2012 • Must Be Open Until: 01/30/2012 • Is this position partially or fully funded on ARRA stimulus monies? No

Proposed Hire Date: 02/01/2012 • AA/EOE • AA/EOE.

In addition, NC State welcomes all persons without regard to sexual orientation. Persons with disabilities requiring accommodations in the application and interview process please call (919) 515-3148. Final candidates are subject to criminal & sex offender background checks. Some vacancies also require credit or motor vehicle checks. If highest degree is from an institution outside of the U.S., final candidates are required to have their degree verified at www.wes.org. Degree must be obtained prior to start date. NC State University participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.