



Extension Program Manager (EPM)

Position Description

Summary

Extension Program Managers for the UF/IFAS Extension Family Nutrition Program (FNP) are responsible for day-to-day management of FNP in their designated county(s). FNP provides SNAP-Ed (Supplemental Nutrition Assistance Program - Education) in Florida. SNAP-Ed is a federally funded grant program that teaches income-constrained people how to eat healthy on a budget and be more physically active to reduce the risk of obesity and chronic disease.

Extension Program Managers (EPMs) lead a local team to implement the programming set out in the annual plan for their county(s). EPMs provide supervision and training to their team of paraprofessional, community Nutrition Educators (NE). This position works closely with local county Extension faculty. EPMs attend county Extension meetings, advisory meetings, and FNP training events. EPMs promote FNP within the community, recruit teaching sites and develop partnerships, complete regular programmatic reports and complete the annual program plan and budget.

Essential Functions

30% Administration and Reporting

- Stay current on directives and guidance from FNP state office and disseminate important information to staff
- Attend training events and meetings led by FNP state office, attend county Extension meetings
- Complete timely reports as requested by FNP state office or County Extension Director (CED). Reports may include success stories and programmatic activities
- Complete annual county plan(s) and budget(s)
- Monitor progress toward and fulfillment of specific contract or program goals
- Ensure integrity, quality and accuracy of programmatic records
- Review travel expense reports, grocery receipts and staff work logs
- Procure supplies and materials within budgetary restrictions and manage assets in the care of your team
- Approve official time and leave records according to UF pay schedule; ensure that time and leave is used and entered in accordance with UF policy
- In cases where the EPM's team includes an Office Assistant (OA), delegate administrative and reporting tasks as appropriate to the OA

25% Team Leadership, Training and Performance Management

- Supervise and provide leadership to team of FNP staff
- Hold regular staff meetings and one-on-one check ins with all staff
- Coach and mentor employees and promptly address employee relations or performance issues
- Complete performance management check-ins as required by UF, including for probationary reviews for new employees and quarterly for all employees



- Work with FNP state office to fill staffing vacancies, including selecting candidates for interview, recommending candidates for hire, and providing onboarding and orientation training to new hires
- Plan and/or deliver group and one-on-one training to NEs on nutrition content, curricula, teaching techniques, recruitment skills and NE core competencies. Ensure that each NE achieves training requirements as detailed in their position description (currently 16 hours per month). Training should be delivered to the group one to two times per month, and guidance provided on topics for self-study.
- Obtain ServSafe® Food Protection Manager certification and provide SafeStaff® Foodhandler certification training to staff. Ensure that proper food handling practices are followed at local FNP office(s) and programming sites.
- Observe each NE conducting an educational session twice per year. Complete a written report and review it with the employee to identify strengths and areas for growth.

15% Program Promotion and Recruitment

Work closely with Family & Consumer Science (FCS) Agents and FNP staff to identify appropriate teaching sites and foster community partnerships. Attend community advisory and coalition meetings as appropriate.

15% Facilitate Public Health Approaches and Policy, Systems, and Environmental (PSE) Approaches

In accordance with the county FNP Plan, and in collaboration with Public Health and Food Systems Specialists, implement and/or assist with public health and PSE approaches. Examples of this work include participating on school wellness committees, participating in local obesity prevention coalitions, visiting partner sites to identify PSE opportunities, and supporting school and community garden implementation.

10% Travel

This position supervises staff in an assigned geographic area which may be a large county or a cluster of several counties. Travel will be necessary and may include site visits and teaching observations, advisory and partnership meetings, meetings with FCS Agents or CEDs, and other needs within the county related to the program.

5% Other

Other duties as assigned by the supervisor, PI, or Associate Director, provided they are allowed by the rules of the grant.

Supervision

This position will be supervised remotely by an HR Generalist II in Gainesville. Local supervision will be provided by the county FCS Agent or CED. Written and verbal instructions will be provided, as well as ongoing training and development opportunities. This position is expected to function in an independent manner and self-direct their work. This position exercises independence and initiative in completing assignments and receives general administrative direction. Work is reviewed for attainment of objectives and conformance with prescribed policies and procedures. This position may supervise and manage approximately three to six Extension Program Assistants (working title Nutrition Educator) and/or an Admin Support Assistant I (Office Assistant).

Normal Work Schedule

40 hours, Monday through Friday, 8 AM to 5 PM. Due to the nature of this position, some early or late hours and travel will be required. In addition, some overnight travel will be required, including trips to UF's main campus. Participation in the Extension community events on weekends as requested by FCS Agent or CED, and allowable by grant guidelines, may be required.

Minimum Qualifications

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

Preferred Qualifications

Ability to contribute to a positive, productive team environment using leadership, communication, and interpersonal skills. Ability to form and maintain positive working relationships with FNP colleagues locally and throughout the state, as well as Extension colleagues and program partners. Demonstrate a courteous and helpful manner, and a respect and appreciation for diversity in all its forms.

Ability to maintain working files and revisions of documents. Proficient with Word, Excel, and PowerPoint, and able to quickly learn basics of new software. Ability to maximize digital tools for productivity, communication, and organization. A high degree of accuracy and timeliness in all work. Demonstrate a strong work ethic, dependability, and resourcefulness. Ability to maintain complete and organized records. Strong analytical, critical thinking, problem-solving and decision-making skills.

Strong personnel management experience desired. Ability to manage a diverse workforce and provide strong leadership. Able to synthesize, communicate and enforce program policies and procedures. Superior ability to coach staff to success and to deliver engaging training.

Willingness and ability to travel independently.

Embody and encourage FNP core values of Diversity, Wellness, Excellence, Collaboration and Partnership, Communication, Passion, and Stewardship.

Degree in human nutrition or closely related field, education, management, business, or public administration preferred. RD/N, and/or LD/N helpful but not required. Experience with public health helpful.

Policy Making and Interpretation

This position will interpret and enforce UF and program policies for direct reports.

Communication

This position will communicate frequently with internal UF/IFAS Extension faculty and staff, specifically the FNP state office, regarding program direction and development and policies and procedures. Frequent communication with FCS Agent and/or CED is required. This position will communicate frequently with external community partners to set up educational sessions.

Monetary Responsibility

This position will be responsible for the FNP operating budget for each county(s) being supervised. Consequences of error include position termination and/or jeopardizing federal funding for FNP.

Statement of Responsibility for Confidential Data

This position will have access to participant self-reported data, including contact, demographic, income, and nutritional status information. The incumbent will be responsible for ensuring the protection of these data and training staff in the maintenance and security of these data.

Implementation, Strategy, and Leadership

This position is expected to develop and implement a strategy for the local SNAP-Ed program in alignment with guidance from the FNP state office. The incumbent will work collaboratively with FCS Agent and/or CED to determine needs of the target audience, develop a program plan to meet those needs, and identify and recruit as needed partner sites to implement the program plan. May include working with local advisory committee.