

Job Title:

Program Coordinator, Family & Consumer Sciences

Johnson County K-State Research and Extension, Olathe, KS

Part Time: 20 hours per week (not to exceed 995 hours per calendar year) Salary

Range: \$18 -\$20 per hour

Job Description:

Position Summary

The Program Coordinator is responsible for planning and coordinating events within Family and Consumer Sciences (FCS), including monthly EMFV (Extension Master Food Volunteer) youth and adult classes, advanced training opportunities and speaker events. This position will work closely with the FCS Agents to coordinate programs/events and assist where necessary.

Job Requirements

Primary Responsibilities:

- Work with the FCS Agent and EMFVs to plan, schedule, publicize, and implement monthly classes, EMFV advanced training opportunities, EMFV annual recognition event, community events (e.g., farmer's markets), and other requested programs and events.
- Support the FCS Agent in responding to routine requests from the public and volunteers via phone calls or emails.
- Manage registration process and communication with participants for FCS and EMFV programs.
- Support the content development, coordination, and dissemination of external and internal communication via weekly, monthly, and quarterly newsletters and ad hoc publication requests.
- In coordination with the Communications Manager, support the FCS Agent in social media communication and maintaining internal and external websites.
- Provide monthly accounting support, including tracking income and expenses for the EMFV program.
- Perform other duties as assigned.

Knowledge, Skills and Experience:

- Prior experience or education in the field of nutrition, food safety, and/or health.
- Customer service focused. Must enjoy working with the public and exhibit grace under pressure.

- Excellent communication skills written, verbal, and interpersonal.
- Learn quickly, follow instructions, and multi-task with good time-management skills and keen attention to detail.
- Strong organizational skills.
- Ability to work independently and collaboratively with co-workers and volunteers to produce high-quality work products and simultaneously support multiple volunteers and projects.
- Operate general office equipment and personal computers.
- Proficient in Microsoft 365 suite programs and Zoom.
- Comfortable learning software and design programs including but not limited to: Constant Contact, PEARS (Program, Evaluation and Reporting System), CMS (Content management System), Sign Up Genius, nutrition analysis software, and Canva.
- Ability to maintain confidentiality.

Requirements:

Education

- Bachelor's degree from a four-year institute (preferred) or an associate degree from a two-year institute.

Other

- Minimum of 2 years working in program coordination.
- Valid driver's license
- Ability to work part-time Monday – Friday, some evenings or Saturdays may be requested.

Work duties are primarily sedentary and will be performed at a desk or in an office environment. Work may require some repetitive movement of the arms and hands. There may be some moderate physical exertion such as carrying boxes and other items associated with educational events.

Salary Range: \$18 - \$20 per hour

How to apply:

- Send cover letter and resume to chelsea.reinberg@jocogov.org. For questions call 913- 715-7000.
- Accepting applications until the position is filled.

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