**UNIVERSITY OF MARYLAND EXTENSION**

**COLLEGE OF AGRICULTURE AND NATURAL RESOURCES**

**POSITION ANNOUNCEMENT**

**Title:** *Extension Program Assistant*

**Functional Title:** *Maryland SNAP -Ed Program Assistant*

**Category Status:** *Contingent, Category I - hourly*

**Unit:** *AGNR-UME-Family and Consumer Sciences*

**Position Summary:**  The program assistant will provide support to the Maryland SNAP -ED project in order to facilitate efficient and effective programming.

**Responsibilities Include**:

* Order, track and deliver nutrition education materials for educators and collaborators. This includes assistance with shopping and preparation of food supplies for program tastings.
* Conduct and monitor the Maryland SNAP-Ed reporting functions for all educators and collaborators on a monthly, quarterly, and yearly basis using the established Maryland SNAP-Ed Reporting System.
* Coordinate and collect quantitative, qualitative, and general process data for Maryland SNAP-Ed education programs conducted by all collaborators.
* Assist project leader and educators with ongoing tracking of project budget.
* Assist SNAP-Ed Educators and collaborators to establish and maintain school, pantry, or other collaborator sites' food-based gardens

**Minimum Qualifications:**

Required*–*

* High School diploma or GED
* Ability to lift boxes and supplies on an as needed basis, up to 25 lbs.
* A valid driver's license and access to an automobile for travel throughout Montgomery County and to training.
* This position is subject to a Criminal History Record Check and University of Maryland Background check. Employment is contingent upon successful completion and clearance of the Criminal History Record Check.

Preferences*–*

* Strong organizational skills.
* General knowledge of Microsoft Office, Google calendar, Adobe Acrobat.
* Interest and experience with grocery shopping.

**Physical Demands:**

Ability to lift boxes and supplies on an as needed basis, up to 25 lbs.

**Salary:**

$18.57/hour, maximum of 19 hours per week

**Applications:**

Please submit an application letter and resume to [lwilli26@umd.edu](mailto:lwilli26@umd.edu)

**Closing Date: Open until filled. Best consideration by June 7, 2024**

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