**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

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

*The University of Maryland, College Park, actively subscribes to a policy of equal employment opportunity, and will not discriminate against any employee or applicant because of race, color, sex, gender identity or expression, sexual orientation, marital status, age, national origin, political affiliation, physical or mental disability, religion, protected veteran status, genetic information, personal appearance, or any other legally protected class. Minorities and women are encouraged to apply.*