

**POSITION X2456** Extension Specialist, Community Health

**LOCATION** The University of Tennessee, UT Extension, The University of Tennessee Institute of Agriculture, Knoxville TN (Possibility of hybrid schedule)

**EFFECTIVE DATE** October 1, 2024

### **SALARY AND BENEFITS**

Salary is commensurate with training and experience. This is a grant-funded position and continuation of this appointment is contingent upon continued funding and performance. Benefits include group hospitalization and life insurance; State Employees Retirement; Workers' Compensation; sick and annual leave; numerous University of Tennessee and state benefits programs, including liberal time off for holidays and longevity pay after three years of service; reimbursement for official travel.

### **JOB DESCRIPTION**

The Extension Specialist is responsible for the Assistant Dean for the Department of Family and Consumer Sciences (FCS) and the Project Faculty Lead. This specialist provides leadership for planning, implementing, and evaluating the grant marketing and communication, as well as community engagement activities. This position works as a team member in coordination of program activities. This is a non-tenure accruing position. This is a grant-funded position and continuation of this appointment is contingent upon continued funding.

### **RESPONSIBILITIES**

- Provide leadership for a program of activities which meets the needs of all eligible clientele regardless of race, color, national origin, age, sex, disability, religion, or veteran status.
- Provide leadership for public relations such as publications, websites, videos, Facebook pages, and other ways of contacting the public. Must provide a professional image of Extension.
- Apply community-based processes (assess, plan, develop, implement, and evaluate public health approaches) to enhance the ability of communities to improve their built environment and prevent health conditions.
- Provide leadership for coordination with local and state Extension staff, and faculty from UTK and UTHSC to meet the goals of the grant workplan.
- Assist with logistical and administrative functions of the grant (such as monthly reports, regular training for Extension agents, and tracking the implementation of the grant activities in the counties)
- Participate in evaluation and reporting requirements of the grant program.
- Participate in formative, process, outcome and/or impact evaluation and reporting for the grant.
- Teach in-service training for agents and multi-county programs.
- Foster and maintain partnerships with program stakeholders.
- Assume other duties as necessary or as assigned.

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University. Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.

## QUALIFICATIONS

### EDUCATION:

#### Required

- Earned Master's degree in Family and Consumer Sciences, Public Health, Health Education, Health Communications, Nutrition, or closely related area.

#### Preferred

- PhD in appropriate discipline with 1-3 years of experience.

### EXPERIENCE:

- Work experience in an area of public health, health communications, or community education (preferred).
- Experience with community public health approaches (preferred).
- Experience with development of public education and media outreach materials (preferred).

### SKILLS/ABILITIES:

- Demonstrated marketing and communication skills and ability.
- Demonstrated ability to plan, conduct and evaluate efforts in a community setting with a focus on nutrition and behavior change to provide environmental support for direct education components of a program.
- Ability to organize, apply sound judgment, and complete assignments in a timely manner both independently and as part of a team.
- Ability to communicate and collaborate effectively with both intradisciplinary and interdisciplinary teams.
- Strong interpersonal skills and ability to interact with a wide variety of individuals, including under-represented population.
- Excellent written and verbal communication skills.
- Strong computer literacy skills, especially with Microsoft Office applications
- Ability to travel within and outside the state, as necessary.

### TO APPLY:

Please apply online by clicking this link: [External Applicants](#) [Internal Applicants](#)

Submit a complete application packet, which includes a 1) letter of interest, 2) a resume or curriculum vitae, 3) and official or unofficial transcripts showing degree(s) conferred.

UT Extension Family & Consumer Sciences Dept. Phone: (865) 974-7328

Attn: Dr. Soghra Jarvandi, Project Faculty Lead Fax: (865) 974-5990

218 Morgan Hall

2621 Morgan Circle Drive

Knoxville TN 37996

E-mail: [sjarvand@utk.edu](mailto:sjarvand@utk.edu)

Web Site: <http://fcs.tennessee.edu>

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University. Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.