



THE UNIVERSITY OF ARIZONA

Cooperative Extension

Navajo County

extension.arizona.edu/navajo

Position Title: Extension Program Assistant

Job Posting #: # S27433

Job Open Date: July 15, 2019

Department: Navajo County Cooperative Extension

Full/Part Time: Part Time (15-19 hrs/week)

Posted Rate of Pay: \$11.00 - \$13.00 per hour

Benefits: No

Position Summary:

This is a temporary position for 5 months starting on August 12th, 2019. This position is located in **Kykotsmovi**, AZ with the University of Arizona Tribal Extension Program, Hopi Tribe. Incumbent will assist in the development and presentation of teaching programs and the recruitment of inter-generational families to participate in the "It Takes a Family to Raise a Child" program. The position also assists the Extension Assistant Agent in the presentation of Community Early Child Development programs.

- Assists in the development and presentation of early child development materials for youth and adult development through workshops and training sessions.
- Assists and/or organizes, promotes, coordinates and conducts early child development programs with individuals in Hopi Tribal reservation communities in Arizona.
- Participates in needs assessments and recruitment for early child development program planning, development and implementation.

Minimum Qualifications:

- One year of instructional leadership, volunteer development or community organization experience; OR, any equivalent combination of experience, training and/or education.
- Possess a current driver's license upon employment.
- Reliable transportation to get to/from work or training site.

Preferred Qualifications:

- Knowledge of teaching principles, practice and procedure.
- Knowledge of community resources.
- Effective communication skills.
- Knowledge of volunteer recruitment and organizational skills.

For full details, qualifications & to apply, please submit on-line application, cover letter and resume for

Job Posting # S27433 at <http://uacareers.com>

We will begin reviewing applications **July 22, 2019**

Questions, please call Susan Sekaquaptewa at the Tribal Extension Program at 928-225-8550

748 North 3rd Street, Holbrook, AZ 86025

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