**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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