



THE UNIVERSITY OF ARIZONA

Cooperative Extension

Navajo County

748 North 3rd St • Holbrook AZ 86025-0668 • (928) 524-6271 • FAX: (928) 524-6272 • cals.arizona.edu/navajo

Position Title: Instructional Specialist, (Extended Temporary) (Lakeside, Southern Navajo County, AZ) (Staff)

Job Posting #: #S26771

Job Open Date: April 15, 2019

Department: Navajo County Cooperative Extension

Full/Part Time: Part Time (25 hours)

Posted Rate of Pay: \$12.50-\$13.50 per hour

Benefits: Yes

Position Summary:

This position will assist County Extension and the Extension Program Coordinator in the development and presentation of a nutrition and physical activity program for children, families, and seniors. This position will work directly with these individuals as well as community site directors and leaders. There will be travel involved and a flexible work schedule will be required. This position is located in both Southern Apache and Navajo Counties. This position will be based in Lakeside, Navajo county, AZ.

Duties and Responsibilities:

- Assists in the development and presentation of subject matter in nutrition, physical activity and gardening for SNAP eligible participants through workshops, training sessions, and community events.
- Assists and/or organizes, promotes, coordinates, and conducts nutrition, physical education, and gardening programs in Southern Navajo and Apache Counties, including the White Mountain Apache Tribal lands. Answers inquiries and provides information relating to the completion of forms, meetings, materials, and record keeping, composing newsletters, preparing reports, and fulfill other related functions to the conduct of the nutrition education program for communities.
- Initiates and participates in needs assessment for nutrition, physical activity, and gardening activities.

Knowledge, Skills and Abilities:

- Knowledge of home, school, and community gardening practices and procedures.
- Knowledge of teaching principles, practices and procedures.
- Knowledge of organizational skills regarding record keeping, filing, marketing etc.
- Knowledge in community coalition and asset building.
- Knowledge in obtaining needed resources.
- Skill in the use of MS Office and using the Internet.

Minimum Qualifications:

- Valid driver's license and ability to drive according to the University Fleet Safety Policy.
- Access to reliable transportation upon employment.

Preferred Qualifications:

- Word processing, spreadsheet, and computer skills
- Demonstrated general cooking knowledge.
- Ability to work independently
- Ability to effectively communicate in person, by email, phone, etc.

Arizona Board of Regents Minimum Qualifications:

Bachelor's degree in a field appropriate to the area of assignment; OR, four years of progressively responsible instructional or subject work experience; OR, any equivalent combination of experience, training and/or education.

For full details, qualifications & to apply, please submit on-line application, cover letter and resume for [Job Posting #S26771](http://uacareers.com) at <http://uacareers.com>

We will begin reviewing application April 29, 2019

Questions, please call Navajo County Cooperative Extension office at 928-524-6271

748 North 3rd Street, Holbrook, AZ 86025

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