

**POSITION VACANCY ANNOUNCEMENT
PROGRAM REPRESENTATIVE I
UNIVERSITY of CALIFORNIA
(Req # 20090324)**

**Closing Date: To assure full consideration,
Application materials must be received by November 19, 2009**

Salary: Range is \$2714-\$3549/mo. for a full-time position

THIS POSITION IS 60% TIME

Agriculture and Natural Resources

UCCE El Dorado County

Location: 311 Fair Lane, Placerville, CA 95667

Tel (530) 621-5502

Background: Provide program direction and oversight to the UC Cooperative Extension (UCCE) El Dorado County Master Gardener and Master Food Preserver Volunteer Programs.

Job Duties: Provide organizational support to the Master Gardener and Master Food Preserver programs including providing information and guidance on UC policies and procedures and evaluation of compliance. Attend Board and General Meetings for both programs. Recruit volunteers, assist in volunteer training, plan and organize the activities of volunteers in the Master Gardener and Master Food Preserver Programs. Serve as the liaison among volunteers (including Master Gardener and Master Food Preserver Advisory Boards), UCCE staff and advisors responsible for the Programs. Compile necessary summary reports such as volunteer and continuing education hours and educational program attendance. Answer questions from clientele, including email and phone inquiries, and in person.

Additional Requirements: Experience in project management, from development through implementation and evaluation. Must be able to work effectively with people in varying ethnic, social-economic and educational backgrounds and to communicate clearly both verbally and in writing. Experience with standard word processing and spreadsheet software. Experience in developing educational programs in gardening/horticulture and/or food safety and preservation. Experience in volunteer coordination. Working knowledge of gardening and/or food safety and preservation practices. Experience in facilitating group collaboration and conflict resolution is desirable. Experience in training adults on effective methods for delivering information and outreach is desirable.

Salary: Range is \$2714-\$3549/mo. for a full-time position. This position is 60% and comes with excellent benefits. The successful candidate will be subject to a background check including fingerprinting.

Benefits: The University of California offers comprehensive benefits including a variety of health, vision, and dental insurance plans, with employer contributions to the premiums. In addition, the University provides basic life and disability insurance, which may be supplemented at group rates. Workers Compensation Insurance and paid vacation and sick leave are provided. An excellent UC Retirement System is coordinated with Social Security; and optional annuity plans may supplement retirement. Employee-paid automobile insurance is available.

How to apply: Candidates need to complete a UC job application, resume, and cover letter. The UC job application must be completed on-line at <https://jobs.ucop.edu/>. A copy of your resume and cover letter. Please do NOT send Letters of Reference. If you are selected for an interview, the Search Committee will contact the references you listed on the UC-ANR application form.

Quick link for applying: jobs.ucop.edu/applicants/Central?quickFind=53275

Job Closes: November 19, 2009

For questions or more information, contact: Lynn Wunderlich, UCCE EI Dorado County, at lrwunderlich@ucdavis.edu or call 530-621-5505.

The University of California prohibits discrimination or harassment of any person on the basis of race, color, national origin, religion, sex, gender identity, pregnancy (including childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran (covered veterans are special disabled veterans, recently separated veterans, Vietnam era veterans, or any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized) in any of its programs or activities. University policy is intended to be consistent with the provisions of applicable State and Federal laws. Inquiries regarding the University's nondiscrimination policies may be directed to the Affirmative Action/Staff Personnel Services Director, University of California, Agriculture and Natural Resources, 1111 Franklin St., 6th Floor, Oakland, CA 94612-3550, (510) 987-0096.