

## **Job Description** **Program Associate**

**Title:** Extension Program Associate

**Function:** Under general supervision of designated supervisor, to be responsible for assisting the Extension Educator in implementing and evaluating education programs to meet objectives in Extension education.

### **Responsibilities:**

1. Assist in implementing and evaluating educational programs through meetings, workshops, seminars, and individual contacts.
2. Assist in identifying and recruiting potential volunteers, group members and program participants.
3. Provide information and assistance to clientele, volunteers, and groups as directed or requested.
4. Coordinate arrangements for meetings, programs, and activities and assist in the organization of groups.
5. Assist in planning and conducting training for volunteers through individual and group contacts.
6. Act as liaison between Extension educators and the county by serving as spokesperson for Extension programs, and networking with community agencies and organizations.
7. Perform routine office tasks to include phone calling, preparing materials, coordinating publications and maintaining records and files.
8. Complete time/activity reports and travel reports on a monthly basis.
9. Attend training meetings and staff meetings as appropriate.
10. Perform related duties as assigned.
11. Consistently fulfill duties in full compliance with UNH Cooperative Affirmative Action and EEO policies.