

State 4-H Program Coordinator
University of Connecticut

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Downloaded On: Oct. 31, 2024 8:19am

Posted Oct. 30, 2024, set to expire Mar. 1, 2025

Job Title	State 4-H Program Coordinator
Department	UConn Extension
Institution	University of Connecticut Storrs, Connecticut
Date Posted	Oct. 30, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Core Faculty
Academic Field(s)	Agricultural Extension
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Job Description	

State 4-H Program Coordinator

JOB SUMMARY

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UConn Extension, a part of the College of Agriculture, Health and Natural Resources, at the University of Connecticut, seeks applicants for a full/part-time State 4-H Program Coordinator (Educational Program Coordinator). The State 4-H Program Coordinator will provide oversight and coordination of state, regional, and national administrative aspects of the UConn 4-H program, including event management, fund development and foundation account management, promotion and marketing, and compliance with UConn Minor Protection and federal civil rights requirements. The State 4-H Program Coordinator will work closely with the State 4-H Program Leader and the UConn 4-H team. The State 4-H Program Coordinator will report to the Associate Dean for Extension and will be based out of Storrs, CT with an anticipated start date of January 24, 2025.

DEPARTMENT/PROGRAM/COLLEGE INTRODUCTION

The State 4-H Program Coordinator position is embedded within UConn Extension, a unit of the College of Agriculture, Health and Natural Resources (CAHNR). More information about UConn Extension is available at: <https://cahnr.uconn.edu/extension/about/>

DUTIES AND RESPONSIBILITIES

Program and Event Coordination

- Coordinate the Online 4-H Enrollment System for the UConn 4-H Program. This includes serving as the State Administrator and Manager for Connecticut's participation in the system and responsibility for generating and submitting the annual 4-H Youth Development Federal Enrollment report to USDA. Train and provide technical support to 4-H staff, families, and volunteers using the system, including troubleshooting problems that may arise.
- Serve as a major resource for 4-H faculty and staff, volunteers, and members on matters relating to program enrollment and special event policies, procedures, and processes.
- Coordinate the registration process for statewide 4-H events and membership on several statewide 4-H planning committees.
- Coordinate selection process as well as arrangements for national 4-H award trip participation and state 4-H volunteer awards. This includes carrying out interviews of youth applicants as part of the selection process. Conduct orientation meetings with the youth selected to attend.
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Complete required paperwork and reports for 4-H youth to participate in all the 4-H programming at the Big E.

Financial Management

- Serve as the registered agent of the Connecticut 4-H Foundation, Inc. Coordinate 4-H Tax Exemption process. Make sure 4-H clubs are compliant with state and federal tax laws.
- Manage UConn Extension Foundation accounts as well as the spending of CT 4-H Foundation, Inc. accounts.
- Analyze, coordinate, and manage the annual state 4-H team budget process. In collaboration with the State 4-H Program Leader, make budget recommendations and create reports submitted to the Associate Dean for review and final approval.
- Engage and manage 4-H donors and donor appeals. This includes communicating with donors, writing and developing appeals, tracking donations, securing funding, sending out thank you letters, and creating an alumni database.
- Communicate regularly with the CAHNR Director of Development, Associate Dean for Extension, and the State 4-H Program Leader to ensure fundraising is aligned with current and future CAHNR goals and 4-H programming goals and recommend strategies for increasing donor support.

Communication

- Work closely with the UConn Extension Communications Specialist to create and manage content across multiple platforms, including the state 4-H website, and social media platforms (Facebook and Instagram, among others), for the purpose of increasing the public's awareness of UConn 4-H, generate positive visibility for UConn 4-H, and promote engagement with current and potential 4-H audiences. Identify and implement strategies to continually improve the impact of UConn 4-H's communication platforms.
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Coordinate with the State 4-H Program Leader to ensure timely communication of 4-H related information coming in from state, regional, and national levels as well as external sources and disseminate that information to the 4-H team.

- Review and facilitate UConn brand compliance and usage of the 4-H name and emblem with the UConn 4-H team, fair associations, volunteers, and clubs.

Minor Protection and Civil Rights Compliance

- Oversee compliance with the UConn Minor Protection policies. This includes coordination of background checks completed through the UConn Human Resources and minor protection training for 4-H volunteers.
- Assess potential risks when planning 4-H events, particularly out-of-state trips, and develop appropriate responses to reduce, avoid, transfer, or assume the risk; consult with UConn Minor Protection, UConn Office of General Counsel, the State 4-H Program Leader, and others as necessary to make informed decisions supported by university policies and procedures.
- Assist the 4-H team with civil rights compliance, ensuring 4-H events and programs are accessible to all youth. UConn complies with all applicable federal and state laws regarding non-discrimination, equal opportunity, affirmative action, and providing reasonable accommodations for persons with disabilities.

MINIMUM QUALIFICATIONS

- Bachelor's degree in a field related to the job duties and 3 to 4 years of related experience.
- Able to communicate effectively through both verbal and written means.
- Able to perform administrative functions in support of program and event coordination.
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Knowledge of budgeting and financial planning.

- Experience creating social media content for professional organizations.
- Experience with website maintenance.
- Must respect diversity and work collaboratively with individuals of diverse cultural, social, and educational backgrounds.
- Must be able to maintain the confidentiality of information and professional boundaries.
- Ability to use Microsoft Office and related software applications to perform the functions of the position.
- Must hold a valid driver's license and have access to reliable transportation connected to official duties.
- Must be willing to work some weekend or evening hours.

PREFERRED QUALIFICATIONS

- Able to work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management.
- Knowledge of 4-H.
- Experience fundraising for a non-profit organization.
- Knowledge of state and federal laws governing youth/minor protection and civil rights compliance.
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Knowledge of UConn Foundation accounting system.

- Knowledge of Quali, Husky Buy, Concur, or similar enterprise systems.

APPOINTMENT TERMS

This is a full-time, permanent position. This position is located on the main University of Connecticut campus in Storrs, CT. This position will require travel and work irregular hours on occasion to meet program needs. Other rights, terms, and conditions of employment are contained in the collective bargaining agreement between the University of Connecticut and the University of Connecticut Professional Employees Association (UCPEA). This position includes an outstanding full benefits package. Salary will be commensurate with the successful candidate's background and work experience. The anticipated start date is January 24, 2025.

TERMS AND CONDITIONS OF EMPLOYMENT

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

TO APPLY

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #498713 to upload a **resume, cover letter**, and contact information for **three (3) professional references**.

Evaluations of applications will begin November 18, 2024, and continue until a suitable candidate is identified and hired. Priority will be given to those complete applications received by November 15, 2024.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

All members of the University of Connecticut are expected to exhibit appreciation of, and contribute to, an inclusive, respectful, and diverse environment for the University community.



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The University of Connecticut aspires to create a community built on collaboration and belonging and has actively sought to create an inclusive culture within the workforce. The success of the University is dependent on the willingness of our diverse employee and student populations to share their rich perspectives and backgrounds in a respectful manner. This makes it essential for each member of our community to feel secure and welcomed and to thoroughly understand and believe that their ideas are respected by all. We strongly respect each individual employee's unique experiences and perspectives and encourage all members of the community to do the same. All applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

The University of Connecticut is an AA/EEO Employer.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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