Position Title: Farm and Ranch Stress Assistance Network (FRSAN) Project Coordinator, Coop Ext

Date Prepared: 12/15/20

Department: Cooperative Extension Service

College/Admin Office: Agriculture and Natural Resources

Location: Newark

Title of Supervisor: County Director and Extension Agent

Grade: misc wage

Context of the Job:
Cooperative Extension is an informal, educational, nationwide network that combines the expertise and resources of federal, state, and local governments to improve people’s lives. For a century, University of Delaware Cooperative Extension has made a difference in the First State by providing quality educational programming to individuals and communities, based on university research and aimed at meeting the expressed needs of our constituents. The outreach arm of USDA and the American land-grant university system, Cooperative Extension takes the University to the people with programming that includes food safety; nutrition, diet, health and wellbeing; 4-H and youth development; sustainable agriculture; home gardening; financial and resource management; leadership and volunteer development; and much more.

In response to the stresses needs of farms and ranches throughout the US, including bankruptcies, closures, and suicides, the Northeast Regional Farm and Ranch Stress Assistance Network (FRSAN) was established in 2020 through funds from the USDA. Fourteen states make up the Northeast Region, and there are four regional projects in the US. The purpose of the Network is to support the operators, family members, and farm workers with behavioral health support and resources.

Under the general direction of the County Extension Director, the FRSAN Project Coordinator will provide support to and coordination of the day-to-day operation and management of FRSAN’s Extension Cohort, that consist of Extension programs and members from the Northeast. This position is part time, 20 hours per week and without University benefits.

Please submit resume, cover letter outlining interest and experience and any example of relevant experience – paper, publication, PowerPoint presentation by January 4th. Send items to Maria Pippidis, pippidis@udel.edu
**Major Responsibilities:**

- Coordinate communication among a regional group of Extension programming and research staff who share an interest in farm and ranch stress assistance.
- Determine staff training needs of the Extension Cohort members related to initiatives/topics supported by the FRSAN Network.
- Identify and assist with planning, implementing, and evaluating educational programs and professional development training for members of the Cohort and the Network.
- Communicate availability of professional development training opportunities and resources available through the Cohort that can be offered to the Network.
- Prepare proposals for FRSAN funds for training and outreach.
- Coordinate with other Cohorts or Working Groups.
- Serve on the FRSAN Training Working Group and Resources Working Group as a liaison between the Cohort members and FRSAN organizational structure and provide regular communications to keep Cohort members and supervisor up-to-date.
- Prepare marketing materials and strategies for promotion of Extension programs using social media, newsletters and other avenues to promote the programs.
- Keep accurate records and documentation regarding program initiatives, attendance and outcomes. Collect and analyze data related to the program.
- Implement evaluation processes, collect data, and report impacts and program accomplishments to supervisor and FRSAN Advisory team.
- Recommend new policy and program initiatives or changes to enhance current programs.
- Assist in planning meetings and creating agendas.
- Follow affirmative action and equal opportunity guidelines to insure equal access to Extension programs.
- Understand and ensure compliance with UD/CANR/Cooperative Extension policies and procedures.

**Desired Qualifications:**

- Master’s degree and one years’ related experience, or equivalent combination of education and/or experience. Degree in agriculture, business, communication, family science, or behavioral health and nutrition discipline preferred.
- Knowledge of Extension and adult education methods.
- Familiarity and/or experience with agriculture.
- Online computing skills, with familiarity and experience with Zoom or other videoconference software, and e-mail, web communications, social media, etc.
- Computing skills, with ability to use various Microsoft Office software such as PowerPoint, Excel, Access, and Word.
- Organizational, management and human relations skills.
- Written communication and public speaking skills.
- Ability to effectively present information with individuals and to groups.

**Special Requirements:**

- Position requires some evening and weekend work.
- Residency close to Newark, Delaware for the purposes of meeting with the supervisor.
- Valid driver’s license and reliable means of transportation required.
- Employment is contingent upon passing a comprehensive background investigation including fingerprints/criminal history, which indicates that the individual is suitable for employment in compliance with applicable federal and/or state regulations.