

## EXTENSION PROGRAM ASSISTANT – NATURAL RESOURCES OUTREACH

The State Specialized Agent in Natural Resources is hiring an OPS program assistant for 32 hours/week to support University of Florida IFAS Extension programs (online and in-person) on natural resources; based in Gainesville, Florida.

### JOB DESCRIPTION:

#### *Overview:*

- Responsibilities include communications, event coordination, online course management, recordkeeping, reporting, and marketing.
- Programs you will support [include](#): Natural Areas Training Academy, Florida Youth Naturalist Program, Bat Friendly Florida and others under development.
- Primarily office and computer-based tasks, located on the main University of Florida campus in Gainesville, FL.
- Schedule is approximately 30-32 hours/week (.75 FTE), during regular business hours.
- Event coordination during in-person Extension programs (16-20 days year) may require alternative work location, limited travel, and variable hours.

#### *General responsibilities include:*

- Communications (35%)
  - Correspond with program participants and instructors via email and phone
  - Produce announcements and manage listserv
  - Update program details on T4 website
- Program/Event Coordination (30%)
  - Manage online registration pages in Eventbrite
  - Plan for program and event logistics
  - Coordinate event catering
  - Set-up and clean-up at events
- Management of course materials (15%)
  - Update online course materials in Canvas
  - Manage files and documents
  - Produce course completion certificates
  - Organize and inventory workshop supplies
  - Mail materials to instructors
  - Assist with development of new course materials
- Recordkeeping and Reporting (15%)
  - Update program records and database in Excel
  - Compile online survey data from Qualtrics

- Transcribe and summarize program evaluations
- Produce quarterly and annual reports
- Marketing and Social Media (5%)
  - Draft blogs in Wordpress
  - Post to Facebook
  - Update program websites
  - Create marketing materials

**SALARY:**

\$18-22 per hour (commensurate with experience); Other Personal Services Employment (OPS)

*Perks:*

- Flexible scheduling to accommodate personal leave requests
- State of Florida health benefits are available to OPS employees who work an average of 30 hours per week or more (.75 FTE) - explore UF's [OPS Benefits](#)
- UF Holidays off and unpaid vacation leave
- Opportunity for continuous long-term employment and growth as programs develop

**MINIMUM REQUIREMENTS:**

- Customer service skills
- Proficiency with MS Office (e.g., Excel, Word, and PowerPoint) and ability to quickly learn web-based events, teaching, and communication applications (e.g., Canvas, Teams, Zoom, Eventbrite, Qualtrics, T4)
- Detail-oriented with capacity to follow instructions while working independently
- Excellent written and verbal communication abilities
- Strong organizational skills
- Ability to coordinate multiple tasks to accomplish goals amid interruptions and continually changing priorities
- Self-motivated, reliable, and responsible
- Willing to commit for at least 6 months (longer preferred)
- Valid driver's license

**PREFERRED QUALIFICATIONS:**

- Enthusiasm and interest in natural resources & wildlife conservation in Florida
- Skills in the above-listed applications, visual communications, graphic design, marketing, video editing, and/or instructional design
- Available to start no later than January 20, 2026

## INSTRUCTIONS TO APPLICANTS:

- To be considered, submit the following via this [email with the subject](#), “Program Assistant Application”; application **MUST include 3 items as a single file**:
  1. Self-written letter (do not use AI), not exceeding 1 page, including:
    - a. Explain WHY this job is a good fit for YOU.
    - b. Your available start date, ideal weekly schedule, and how long you realistically expect to remain in the position.
    - c. What experiences demonstrate you meet the minimum requirements.
  2. Resume listing experience, skills, and education ( $\leq 2$  pages)
  3. 3 references with affiliation and contact information
- Applications will be reviewed continuously as they are received and must be submitted by 11:59 p.m. (ET) on **January 6, 2026**.
- Applicants will be contacted for interviews during the week of January 5, 2026 (in-person or via Zoom).
- For questions, please contact [Dr. Shelly Johnson](#) at shelly.johnson@ufl.edu