

Food Safety Education Program Coordinator Academic Coordinator II

Position Overview

Location Headquarters: UCCE Tulare County

The University of California, Agriculture and Natural Resources (UC ANR) offers a unique recruitment opportunity for a **Food Safety Education Program Coordinator, Academic Coordinator II**. UC ANR coordinates a statewide network of researchers and educators in partnership with Counties that are dedicated to the development and application of knowledge to address local agricultural, environmental, youth, and health issues. Over 200 UC ANR UCCE academics conduct research, outreach and education from locally based Cooperative Extension offices in over 70 locations. Our mission is to bring the University of California directly to Californians through research, extension, and education programs that support:

- Sustainable, safe, and nutritious food production and delivery
- Economic success in a global economy
- A sustainable, healthy, and productive environment
- Science literacy and youth development

By working and living among those we serve, UC ANR expands the University of California's reach to engage all people and communities in California, ensuring equal access to the UC system.

Purpose:

The Food Safety Education Program Coordinator is responsible for coordinating, developing, and delivering educational programs on FDA Produce Safety Rule to growers and farm workers in California. This position provides objective information about on-farm food safety risk management, compliance with FDA Produce Safety Rule requirements, and leads statewide PSA Grower Trainings. This position serves as the Food Safety Education Program Coordinator in California interacting with CDFG Produce Safety Program (PSP), Association of Food and Drug Officials (AFDO), Produce Safety Alliance (PSA), food safety outreach and service providers in the state including but not limited to the Community Alliance with Family Farmers, California Polytechnic and State University, non-governmental organizations (NGOs), food safety educators, and farmers.

This position is part of the UC ANR Small Farms Network, a program of UC SAREP (Sustainable Agriculture Research and Education Program) that assists small-scale and diversified family farms to thrive economically through extension support, bilingual and culturally relevant training, applied research on small-acreage and emerging specialty crops, and policy engagement. The Small Farms Network has a historic and current focus on equity and inclusion for underserved and limited-resource farmers and serves as an information hub connecting diverse farming communities to the resources of the University of California. The Food Safety Education Program Coordinator will join a team of small farms advisors, staff, and academic coordinators in the Small Farms Network working to assist small farms with regulatory compliance and communicate their unique challenges to policy makers.

Major Duties and Responsibilities:

The Academic Coordinator will:

- Use knowledge of produce safety, FSMA regulations and Good Agricultural Practices to identify research and extension needs for small farms in California.
- Support and coordinate statewide produce safety research projects, including project management and dissemination of results.
- Coordinate UCCE Food Safety Project team's one-on-one technical assistance to farmers in California to evaluate a farm's food safety risks and FSMA compliance requirements, and to support CES staff in providing diagnostics, reports, and recommendations to growers to minimize these risks and meet FSMA compliance requirements.
- Prepare webinar training curriculum and training materials for PSA Grower Trainings, and other food safety outreach workshops.
- Prepare in-person training curriculum and training materials for PSA Grower Trainings, and other food safety outreach workshops.
- Prepare in-person training curriculum and training materials for annual professional development for Food Safety Contract staff.
- Prepare educational materials (factsheets, tip sheets, presentations, videos, and other materials as need) on food safety topics.
- Facilitate translation of educational materials on food safety into Spanish, Korean, Portuguese, and Mandarin.
- Work with Food Safety Project Team and lead efforts to develop content, and post resources on to the <https://ucsmallfarmfoodsafety.ucdavis.edu/> website.
- Prepare high quality written and attractive materials including: proposals and grant reports; program and project impact statements; peer-reviewed publications, blog posts, reports, briefings, executive summaries, and brochures; and posters and presentations.
- Measure and evaluate outreach outcomes and impacts.
- Maintain documentation of outreach activities including agendas, minutes, reports, and other documents.
- Participate in regular meetings with the Small Farms Network and UC SAREP, including administrative updates, presenting program highlights, and involvement in peer-to-peer support networks.
- Collaborate with the Small Farms Network on development of best practices for small farms outreach, regulatory compliance training, and policy engagement.
- The AC II will be the primary supervisor and approve all timesheets and expense reports for the UCCE Food Safety Project CES staff.

Counties of Responsibility: The position will be providing support for food safety outreach throughout the State of California.

Reporting Relationship: The Academic Coordinator will serve under the administrative guidance of the UCCE Santa Clara County Small Farms & Specialty Crops Advisor, programmatic guidance of the UC ANR Associate Professor of Cooperative Extension in Community Food Safety, and secondary administrative guidance of the Associate Director for Small Farms Sustainable Agriculture Research & Education Program Academic Coordinator III.

Qualifications and Skills Required

Required Qualifications

Education: A minimum of a Master's degree in an appropriate field related to food science is required at the time of appointment.

Additional Requirements:

Produce Safety Alliance Lead Trainer status.

In-depth knowledge of federal and state food safety regulations including the Food Safety Modernization Act (FSMA) Produce Safety Rule, and Good Agricultural Practices.

Ability to communicate and extend technical information to audiences with widely varying levels of literacy and language limitations, using audience-appropriate techniques.

Ability to work with people with disparate views and values, to motivate people, and adapt to changing situations.

Literacy in online communications and with software to support extension education programs.

Ability to secure extramural funds to support the program.

Ability to travel within the region and state and at times outside of normal business hours.

Strong background in outreach and education.

This is not a remote position. The candidate must be available to work onsite. In accordance with UC ANR [Flexible Work Guidelines](#), flexible work agreements are available upon approval by supervisors and periodic re-evaluation.

Ability and means to travel on a flexible schedule as needed, proof of liability and property damage insurance on vehicle used is required. Must possess valid California Driver's License to drive a County or University vehicle.

Desired Experience:

Previous Extension experience in clientele engagement and outreach activities

Passion and desire to pursue a career in Cooperative Extension

Experience in building partnerships and with multidisciplinary teams

Demonstrated ability to effectively plan, manage resources and implement an outreach program, including setting measurable goals and objectives

Skills Required: To be successful, Academic Coordinators require skills in the following:

Technical Competence and Impact

The candidate should have and be able to demonstrate a deep understanding of food safety and Produce Safety Rule in order to design and implement an outreach program that leads to positive changes and impacts within the state.

Maintain and promote UC ANR's credibility by providing science-based knowledge and skills independent of personal or parochial interests.

Represent UC ANR locally in a professional manner.

There is an expectation that academic coordinators evolve and grow across their career and respond to changes in the industry and by clientele.

Communication

Demonstrated excellence in written, oral and interpersonal and information technology communication skills. Public speaking to stakeholders and other audiences is a routine part of this position.

Demonstrated ability to share complex information in a manner tailored to the audience.

Target engagement and communication to key audiences in forms most useful to them and effectively use online and in-person communication methods.

Disseminate project activities, outcomes and impacts including written materials, web pages, newsletters, press releases and social media.

Collaboration, Teamwork and Flexibility

- Model and support effective team work and remain open to exploring new ideas and innovative solutions.
- Help create and maintain a diverse network of project partners including academics, governments, and community partners to facilitate collaboration.
- Foster inclusion by recognizing and valuing diverse perspectives, skills, experiences, and work.
- Be an effective listener and communicator, take responsibility for actions, motivate others, keep commitments and cultivate support for the project partners.
- When applicable, contribute subject area expertise relevant to the project.

Lifelong Learning

- Demonstrated commitment to ongoing self-improvement.

Learn more about Skills and Areas of Programmatic Review (including Professional Competence, University and Public Service and Affirmative Action and DEI) at:

https://ucanr.edu/sites/Professional_Development/files/355229.pdf

About UC ANR

The University of California, Division of Agriculture and Natural Resources (UC ANR) consists of a network of scientists and educators working in partnership across the state of California. We are committed to developing and supporting healthy food systems, healthy environments, healthy communities, and healthy Californians. UC ANR administers Statewide Programs and Initiatives (SWP/I's) that focus research and extension on solving priority problems that engage ANR academics and UC faculty in integrated teams to work on complex issues requiring trans-disciplinary approaches; as well as UC Cooperative Extension (UCCE), which is responsible for program development and delivery in counties throughout the state.

Learn more about

- UC ANR at <https://UCANR.edu>
- UC ANR in counties: https://ucanr.edu/sites/ucanr/County_Offices/
- Our Strategic Initiatives <http://ucanr.edu/sites/StrategicInitiatives/>
- Our Public Value statements at https://ucanr.edu/sites/anrstaff/Divisionwide_Planning/UC_ANR_Public_Values/

- DEI: Further to the above, academics are expected to share and exhibit UC ANR's commitment to Diversity, Equity and Inclusion [https://ucanr.edu/sites/Professional_Development/Office - Team Management/Diversity Equity Inclusion Belonging/](https://ucanr.edu/sites/Professional_Development/Office_-_Team_Management/Diversity_Equity_Inclusion_Belonging/)
- Affirmative Action: Further to the above, academics are expected to share and exhibit UC ANR's commitment to affirmative action. Learn more of UC ANR Affirmative Action policy: http://ucanr.edu/sites/anrstaff/Diversity/Affirmative_Action/
- The University of California Agriculture and Natural Resources is committed to attracting and retaining a diverse workforce and will honor your experiences, perspectives and unique identity. We encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ+ community members, and others who demonstrate the ability to help us create and maintain working and learning environments that are inclusive, equitable and welcoming.

Salary & Benefits

Salary: The beginning salary will be in the Academic Coordinator II series. The beginning salary range is from Step 1 - \$78,342 to Step 2- \$82,178 annually of the Academic Coordinator II, Fiscal Year Salary Table. Salary adjustments effective July 1, 2024, may apply. Step placement in this series is based on experience and professional qualifications. For information regarding the Academic Coordinator series salary scales, please refer to: <https://www.ucop.edu/academic-personnel-programs/files/2023-24/july-2023-acad-salary-scales/t36-ii.pdf>

This appointment is a limited term; one-year renewable appointment. The merit cycle is every two years. The performance in the position will be evaluated annually. The position will be extended based on the continued need for the position, performance and availability of funding.

The Academic Coordinator, with support from the UCCE Santa Clara County Small Farm & Specialty Crops Advisor and UC ANR, will be expected to obtain external funding to maintain the 100% appointment starting in FY 2025/2026.

Benefits: The University of California offers comprehensive benefits including health insurance, retirement plans, two days per month paid vacation, one day per month paid sick leave, and holidays. For more information, refer to the UC Benefits website at: <https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

How to Apply

If interested in this position, please visit: <https://recruit.ucanr.edu/> and choose "applicants" (refer to position #24-09)

Closing Date: To assure full consideration, application packets must be received by **July 29, 2024**; open until filled.

Questions?

Contact Annese Wriedt; arwriedt@ucanr.edu

“Please note that successful applicants are responsible for ensuring work authorization without need of employer sponsorship for the duration of the appointment period.”

University of California Agriculture and Natural Resources

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status or other protected categories covered by the UC nondiscrimination policy.

As of January 1, 2014, ANR is a smoke- and tobacco-free environment in which smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes), is strictly prohibited.