Master Gardener Coordinator - Holtville, CA Job ID 72033

**County Location**: Imperial County

**Date Posted**: September 6, 2024
**Closing Date**: Until Filled

The Community Education Specialist 2 will perform the full range of program implementation duties. Incumbent will be responsible for the coordination, management, and delivery of education to community members through a combination of direct education and volunteer management. This includes training, guiding, and supporting volunteer extenders with education, information and resources; evaluating program implementation; collecting and compiling enrollment, documentation, and evaluation data from volunteer extenders and participants; and writing reports in compliance with funding requirements. The Community Education Specialist 2 helps to coordinate and monitor fiscal oversight and compliance of statewide program units (CalNat, UC MG, UC MFP), ensures compliance with statewide program policies and procedures, and effectively resolves conflicts and complaints.

Incumbent will build and maintain an informal network of partners, align special education projects with UC approved curricula and educational materials, develop news releases and news articles, and maintain subject matter competence.

This position's primary focus will be on conducting, managing, and evaluating an education program to improve the environment of the school and community.

This position is a career appointment that is 100% fixed.

**Pay Scale:**$20.88/hour to $27.83/hour

**Job Posting Close Date:**
This job is open until filled. The first application review date will be 09/20/2024.

This position will promote, in all ways consistent with the other responsibilities of the position, accomplishment of the Affirmative Action goals established by the Division.

The University reserves the right to make employment contingent upon successful completion of the background check. This is a designated position requiring a background check and may require fingerprinting due to the nature of the job responsibilities. UC ANR does hire people with conviction histories and reviews information received in the context of the job responsibilities.

*As a condition of employment, you will be required to comply with the University of California*[*Policy on Vaccination Programs*](https://policy.ucop.edu/doc/5000695/VaccinationProgramsPolicy)*, as may be amended or revised from time to time.  Federal, state, or local public health directives may impose additional requirements*.

To apply, please visit:

<https://careerspub.universityofcalifornia.edu/psp/ucanr/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL?Page=HRS_APP_JBPST_FL&Action=U&FOCUS=Applicant&SiteId=17&JobOpeningId=72755&PostingSeq=1>

If you are a current employee of our organization please use the following link instead:

<https://ucpath.universityofcalifornia.edu/peoplesoft-native/EMPLOYEE/HRMS/c/HRS_HRAM_EMP_FL.HRS_CG_SEARCH_FL?Page=HRS_APP_JBPST_FL&Action=U&FOCUS=Employee&SiteId=18&FOCUS=Employee&JobOpeningId=72755&PostingSeq=1>