

TEXAS A&M  
AGRI LIFE  
EXTENSION

June 18, 2019

TO: Collin County Commissioners' Court

RE: Office Space

Texas A&M AgriLife Extension Service is requesting office space for a Better Living For Texans Project Coordinator. This position will be responsible for implementing planned Better Living for Texans (BLT) educational programs aimed at improving nutrition, increasing physical activity, obesity awareness and prevention, food safety, and food resource management with low-income, SNAP-Ed eligible participants in Collin County. The position is fully funded under a HHSE contract with Texas A&M AgriLife Extension Service. This request is for office space only with internet and phone capabilities. There will be no cost to the county.

Your consideration of this request is greatly appreciated. Please let me know if you need additional information or have questions.

Thanks,



Hurley Miller, EdD  
District Extension Administrator

<b>Job Title</b>	Project Coordinator I – BLT (Nutrition)
<b>Job Code</b>	
<b>Exempt Status</b>	Exempt *Exemption may be subject to applicable salary requirements from the Department of Labor
<b>Position Status</b>	
<b>EEO Classification</b>	

### **Job Summary**

The Project Coordinator I, under general supervision, supervises, coordinates, and assists with the completion of projects. Develops and coordinates project plans through full implementation.

### **Essential Duties and Responsibilities**

- Works to determine project needs. Writes reports and other related materials. Monitors and reports on financial activity for assigned projects.
- Coordinates the development, design, purchase and installation and implementation of new services. Maintains database integrity, security, and accuracy.
- Coordinates project activities including project initiation, value assessments, work plan development, estimating, and project controls.
- Coordinates with vendors and others in the delivery and support for systems and services.
- Coordinates multiple work streams to ensure cross-project dependencies and impacts are identified and managed. Ensures compliance with applicable regulations.
- Assists with forecasting and progress reporting against milestones, budgetary updates, and the change management process.
- May supervise staff and students.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

### **Additional Responsibilities** **Program Implementation**

- Responsible for implementing planned Better Living for Texans (BLT) educational programs aimed at improving nutrition, increasing physical activity, obesity awareness and prevention, food safety, and food resource management with low-income, SNAP-Ed eligible participants.
- Provides leadership for implementing educational programs addressing critical needs with an emphasis on nutrition education with low-income audiences.
- Identifies, recruits and trains adult volunteers to enable them to effectively perform their duties related to the BLT program thus increasing community outreach. Ensures guidelines of the program are met by volunteers in teaching and evaluation.
- Conducts and participates in special activities such as special projects, information days, awareness events, and multi-county collaborative programs.
- Conducts educational programs that work with and supports Extension-sponsored groups such as Extended Family Nutrition Education Program, 4-H, and others. Refers BLT participants to other programs as appropriate.



### **Program Planning**

- Responsible for planning with committees, task forces, groups, and organizations to conduct educational programs and activities. Recruits membership for and works with BLT Advisory Committee.
- Recruits and trains volunteers, establishing meetings, and follow-up on plans and initiatives.
- Adopts comprehensive and in depth program plan which address goals and objectives of BLT.
- Maintains appropriate communication between county staff, District Extension Administrator or County Extension Administrator, Regional Program Leader – Family and Community Health, BLT Regional Project Specialist, and BLT State Program Director. Participates in regularly scheduled county staff conferences to coordinate plans, activities, and joint work to promote staff teamwork.
- Coordinates and collaborates with other agencies, groups, and organizations to plan educational programs. Works with other local clubs and civic organizations, schools, and churches to identify potential adult and youth participants.
- Develops mass media, social media, and general educational materials and campaigns.
- Coordinates programs within the Better Living for Texans grant guidelines to enhance programming and increase outreach education to members of the county(ies) served.

### **Program Evaluation**

- Utilizes BLT required evaluation strategies/techniques to determine the progress toward program goals and objectives. Collects appropriate evaluation data on adults and youth as directed by the BLT State Program Director.
- Utilizes evaluation data and program outcomes to interpret program impacts to elected officials, key leaders, and stakeholders.
- Participates as requested in interpretative events to highlight program summaries.
- Participates in formal and informal training opportunities to increase knowledge, skills, and maintain technical competencies.
- The responsibilities of the Project Coordinator are performed in a professional manner through coordination and cooperation with other county staff members under the supervision of the assigned administrator.

### **Minimum Requirements**

*Education* – Bachelor's degree in applicable field or equivalent combination of education or experience.

*Experience* – Three years of related experience in project coordination/administration.

*Knowledge of* – Knowledge of word processing and spreadsheet applications. Knowledge of standard proofreading.

*Ability to* – Ability to multitask and work cooperatively with others. Ability to prioritize, manage multiple projects, and meet deadlines.

*Licensing / Professional Certification* – None.

*Physical Requirements* – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Supervision of Others**

This position may supervise employees.

## **Other Requirements**

### *Experience*

- Demonstrated a commitment towards improving health of community.

### *Knowledge of*

- Knowledge of nutrition issues and community health for diverse audiences.

### *Ability to*

- Computer competency.
- Must have reliable transportation.
- Travel connected with official duties includes delivery of educational programs.
- Must have willingness to work necessary hours to fulfill job responsibilities (some nights and weekends).

## **Preferred Experiences**

*Education* – Bachelor's degree in nutrition, health sciences, exercise science, health education, family and consumer science, public health, or related field.

### *Experience*

- Related experience in project coordination/administration can include internships, other work and educational responsibilities.
- Demonstrated knowledge and experience in conducting educational programs for diverse audiences in these areas: nutrition; physical activity; obesity and chronic disease awareness and prevention.
- Demonstrated ability to recruit, supervise, and train volunteers.
- Demonstrated ability to build collaborations with program partners.
- Demonstrated professional experience in extension, teaching, research or related area.

### *Knowledge of*

- Bilingual skills.