

# Assistant Extension Agent, FCS

## Posting Details

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### Position Information

<b>Posting Number</b>	PG190788CE
<b>Position Number</b>	SE-00111632-1025
<b>Position Type</b>	NC Cooperative Extension (EPS)

### Department Information

<b>Job City &amp; State</b>	Snow Hill, NC
<b>Department</b>	NCCE-Greene County

### System Information

<b>Working Title</b>	Assistant Extension Agent, FCS
<b>Appointment</b>	12 Month Recurring
<b>Job Type</b>	Full-Time - Permanent
<b>FTE</b>	1.00

## Position Information

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### Position Overview

#### Essential Job Duties

Are you looking for a rewarding career that will let you give back to your community? NC State Extension extends research-based knowledge to all North Carolinians, helping them transform science into everyday solutions that improve their lives and grow our state. We are the model of excellence in non-formal, research-based education that advances agriculture, the environment, human health and well-being, youth and communities, while creating prosperity for all North Carolinians. Working for NC State Extension allows you to teach without being tied to a classroom and school bell. Check out this [video](#) on what it's like to work for NC State Extension.

No two days in Extension are ever the same, there is always something new! Extension Agents are active in their communities and often need to meet the clients when and where they are available. This is not your typical desk job!

While our employees are located in NC County offices, they reap the benefits of employment at NC State University. Some of our benefits include:

- Paid time off
- Paid tuition
- Health Insurance
- Flexible Scheduling
- Retirement Savings
- Supplemental Benefits Programs
- WolfPerks!

You Belong Here! At NC State, our goal is for all employees to reach their fullest potential at work. As you consider this opportunity, we encourage you to review our [Employee Value Proposition \(https://news.hr.ncsu.edu/you-belong-here/\)](https://news.hr.ncsu.edu/you-belong-here/) and learn more about what makes NC State the best place to learn and work for everyone.

#### Primary Function of Organizational Unit

North Carolina Cooperative Extension gives our residents easy access to the resources and expertise of NC State University and NC A&T State University. Through educational programs, publications, and events, Cooperative Extension field faculty deliver unbiased, research-based information to North Carolina citizens.

Greene County is in the middle of it all! A small, rural county in Eastern NC with a whole lot to offer. Conveniently located 30 minutes from Greenville, Kinston, Wilson and Goldsboro, the county seat of Snow Hill gives small time charm, without being far from 'big town' conveniences.

For more information about Greene County: <https://greenecountync.gov>

For more information about NCCE Greene County Center: <https://greene.ces.ncsu.edu/>

#### Overview

The agent in this position will provide leadership for the development and implementation of the Family and Consumer Sciences (FCS) program in Greene County. The agent will proactively conduct needs, assessments, and program evaluations to provide future direction of the program. Programmatic support of current research-based nutrition/healthy lifestyles curriculum for all ages, along with volunteer management support programs (as needed) will be expected of the agent to meet program goals.

#### Duties and Responsibilities:

- This position demands an individual with an understanding of family and consumer science programming needs, primarily in foods and nutrition, family health and life skills.
- The successful candidate must plan, develop, implement, and evaluate programs related to food preservation, healthy eating, food safety, life skills and others as identified by advisory members and other stakeholders across the county.

- Candidate may recruit, train and incorporate volunteers into programming efforts.
- Collaboration with other government agencies, public and private non-profits and corporations is expected.
- This person must enjoy working with individuals as well as groups and have the ability to manage multiple tasks with little supervision.
- The successful candidate is expected to be a team player working with Extension staff and other organizations and have the ability to work independently.
- Grant writing skills would be beneficial for program expansion.
- This is an agent position that covers Greene County. Travel is required and will be reimbursed following state guidelines.

**Other Work/Responsibilities**

- Reporting on program impacts, including gathering data and preparing reports for stakeholders.
- Attend trainings and engaging in professional development opportunities.
- Conduct collaborative programs with County Extension staff and other County departments.

Supervisory

**Number of Permanent Employees this Position Supervises**

0

**Percent of Time Spent**

0%

Requirements and Preferences

**Identify if the Position is Mandatory / Essential / Key**

Not Applicable

**Work Schedule**

Monday - Friday, 8:00am - 5pm with evenings and weekends as needed.

**Minimum Experience/Education**

One of the following educational requirements: – A Bachelor's degree with a cumulative grade point average of 2.5 overall or a 3.0 in family and consumer sciences (formerly known as home economics) or a related field (based on a 4.0 scale). The minimum GPA requirement will be waived for NCCE Program Associates with a Bachelor's degree. – A Bachelor's degree and the completion of at least one-half of coursework in a Master's degree curriculum with a cumulative grade point average 3.0 or higher with at least one degree in family and consumer sciences (formerly known as home economics) or a related field, or – Completion of a Master's degree with at least one degree in family and consumer sciences (formerly known as home economics) or a related field.

**Department Required Skills**

- Computer literacy including Word, Excel and PowerPoint.
- Excellent time and resource management skills
- Personable, and able to build networking coalitions

**Preferred Years Experience, Skills, Training, Education**

- Food safety certification (ServSafe or Safe Plates)

**Required License or Certification**

NA

**Valid NC Driver's License required?**

Yes

**Commercial Driver's License Required?**

No

**Physical Required?**

No

**List any other medical/drug tests required**

## Recruitment

Recruitment Details

**Anticipated Hiring Range**

Minimum Bachelor's \$40,000; Minimum Master's \$45,000; Minimum Doctorate \$50,000 Commensurate with experience.

**Internal Transfer Only**

No

Recruitment Dates

**Job Open Date**

10/14/2025

Applicant Information

**Quick Link**

<https://jobs.ncsu.edu/postings/223923>

**EEO**

NC State University is an equal opportunity employer. All qualified applicants will receive equal opportunities for employment without regard to age, color, disability, gender identity, genetic information, national origin, race, religion, sex (including pregnancy), sexual orientation, and veteran status. The University encourages all qualified applicants, including protected veterans and individuals with disabilities, to apply. Individuals with disabilities requiring disability-related accommodations in the application and interview process are welcome to contact 919-513-0574 to speak with a representative of the Office of Equal Opportunity.

If you have general questions about the application process, you may contact Human Resources at (919) 515-2135 or [workatncstate@ncsu.edu](mailto:workatncstate@ncsu.edu).

Final candidates are subject to criminal & sex offender background checks. Some vacancies also require credit or motor vehicle

checks. Degree(s) must be obtained prior to start date in order to meet qualifications and receive credit.

NC State University participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

1. \* How did you learn of this opportunity?

- NCSU Website
- Job Alert (automated email from our system)
- NCSU Executive Search Services
- Monster.com
- CareerBuilder.com
- InsideHigherEd.com
- HigherEdJobs.com
- Other Online Job Board
- Carolina Job Finder / Employment Guide
- Job / Career Fair
- The Chronicle of Higher Education
- Professional Journal
- Print Advertisement (Newspaper / Periodical)
- Radio / Television Advertisement
- Professional Organization
- Higher Education Recruitment Consortium (HERC)
- Direct Contact from NCSU HR Representative / Recruiter
- NCSU Employee Referral
- Social Media (LinkedIn, Twitter, Facebook, Other)
- Other

2. \* If you learned about this vacancy from "other source" or "other website", please provide the source.  
(Open Ended Question)

3. \* All agent positions require a minimum education requirement of: A. A Bachelor's degree with a cumulative grade point average of 2.5 overall or 3.0 in major field of study (based on a 4.0 scale); B. A Bachelor's degree and the completion of at least one-half of coursework in a Master's degree curriculum with a cumulative grade point average of 3.0 or higher; C. A completed Master's degree. Do you meet this minimum education requirement?

- Yes, I meet the requirement listed in section A above.
- Yes, I meet the requirement listed in section B above.
- Yes, I meet the requirement listed in section C above.
- No, however I am in my last semester of study.
- No, I do not meet this requirement.

## Application Materials Required

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### Required Documents

1. Cover Letter
2. Resume
3. Contact Information for References

### Optional Documents