Title: Program Coordinator II – Operation: Military Kids Coordinator  
Headquarters: Athens, Georgia  

Job Summary:  
The individual in this position is responsible for coordinating all Operation: Military Kids work throughout the State of Georgia. This individual works under the direct supervision of the State Military Liaison, a Public Service Faculty member in the State 4-H Office and is responsible for the program implementation of all aspects of Operation: Military Kids project(s) throughout the state of Georgia. The OMK Coordinator will be expected to maintain a work schedule that will maximize contact with military youth, military families and military professionals, sometimes before and after regular institutional office hours.  

Minimum Qualifications:  
Completion of a master's degree with 2 years of related experience; OR completion of a bachelor's degree and 4 years of related experience.  

Knowledge, Skills and Abilities:  
- Ability to communicate effectively in both oral and written communications  
- Prior experience or ability to familiarize self with military culture and protocol  
- Must have excellent public relation skills in order to work with a diverse military and civilian clientele  
- Must be willing to identify and provide educational programming for a variety of ages of youth as well as adults  
- Must be willing and able to travel to different military and civilian sites in the State of Georgia  
- Must be willing to travel out of state to serve as a Georgia liaison for OMK on a national level  
- Dealing with Ambiguity (can effectively cope with change, shift gears, and handle risk and uncertainty)  
- Negotiating (can skillfully negotiate in tough situations with multiple stakeholders, settling differences, and gaining trust)  
- Perseverance (has a relentless pursuit of results with energy, drive and a need to finish, especially in the face of resistance or setback)  
- Self Development – is committed to lifelong learning and continuously improves himself/herself  
- Motivating Others – creates a climate of positive change where others want to do their best through shared ownership, leadership and visibility  
- Planning – accurately and appropriately projects the length and difficulty of tasks and projects, sets realistic goals and objectives and anticipates problems and setbacks  
- Presentation Skills – is effective in a variety of formal presentation settings: one-on-one, small and large groups, virtual, commands attention and can manage group process during the presentation  
- Teamwork – creates strong morale and spirit in the team, shares wins and successes, fosters open dialogue, creates a sense of belonging in the team  
- Organizational Agility – knows how to get things done both through formal and informal networks, understands the origin and reasoning behind key policies, practices, and procedures, understands the cultures of multiple organizations  

Major Responsibilities:  
- Build community capacity with Operation: Military Kids designated partners from the federal level and recruit partners at the state and local levels including providing programming and support to military families and youth  
- Generate and maintain communication with military installation personnel, Cooperative Extension Faculty (District and County), Reserve Component Staff, Regional Military Partnership Liaisons, and 4-H National Headquarters as related to the Operation: Military Kids project  
- Ensure high-caliber training is delivered consistently throughout the Operation: Military Kids partnering organizations. Provide technical assistance to county faculty and staff, Army Child, Youth & School Services, Air Force Family Member Programs and Navy Child & Youth Programs through Operation: Military Kids project  
- Provide and assist with positive youth development experiences for military youth at the state and local levels  
- Coordinating staff development experiences/trainings for OMK and military camping program stakeholders  
- Report efforts of Operation: Military Kids and Military Camping Programs to local, state and federal stakeholders using a variety of media  
- Represent Georgia 4-H and Georgia OMK on a regional and national level for project work, staff development training and conference planning  
- Secure and administer local implementation funds with designated/selected military or Extension "sites"  
- Manage the use of the Mobile Technology Lab for use by stakeholders  

Closing Date: All applications received by October 31, 2012, are assured of consideration. Apply through the University of Georgia iPaws job site at www.hr.uga.edu. Refer to posting number 20121688.  

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