



VACANCY ANNOUNCEMENT
Palau Community College

VA# : 2021-008
Open : 8/2/2021
Close : Until Filled

Position : Youth Extension Agent
Salary : \$11,010.00 to \$19,552.00
(Depending on qualifications and work experience)
Location : PCC Cooperative Research Extension Office (CRE)

Examples of Duties:

- Manage & Support Youth and Family Development Program for PCC CRE.
- Develop and implement Youth Programs to ensure positive youth development and family support programs and services.
- Work cooperatively with CRE staff to produce the quality of work that contributes to the achievement of the CRE department and PCC mission statements.
- Identify and organize youth events and activities including workshops, fairs, trips, and contest.
- Participate in planning, coordinating and implementation of Youth and Family awareness day.
- Provide training, support, resources, mentoring and any other assistance families may need to fully integrate with and leadership roles.
- Work closely with different Youth Organizations, government agencies and non-profit organization in planning and setting up families and youth programs relevant to the community youth needs.
- Reach out to new families through participation in community activities, using social media, hosting family activities.
- Seek and strengthen partnership through establishment of positive relationship with public & private program partners such as school, youth organizations, businesses, and individual including stakeholders, and youth & families.
- Administer needs assessments & evaluations to ensure quality programming from research-based curriculum.

Minimum Qualification/Requirements:

AA/AS degree from an accredited college/university or related field experience.

General information:

Application forms may be obtained from the Human Resources Office or at the college website: www.palau.edu . Send completed application, resume and transcripts to: P.O. Box 9, Koror, PW 96940 (copies of transcripts will be sufficient during review process, but official transcripts and a recent police clearance will be required prior to any issued or offered contract). For further information, call 680-488-2470 x 227, or visit the HRD office on campus or email hr@palau.edu .