



**Position #** 00023337  
**Requisition #** 535260

**Location:** Osceola County (Central District)  
Kissimmee, FL

**Classification Title:** Extension Agent I or II – Family and Consumer Sciences –  
Housing and Financial Management

**Application deadline:** May 27, 2025

**Application link:** <https://explore.jobs.ufl.edu/en-us/job/535260>

The [c](#) is creating an environment that affirms community across all dimensions. We particularly welcome applicants who can contribute to such an environment through their scholarship, teaching, mentoring, and professional service. If an accommodation due to a disability is needed to apply for this position, please call 352-392-2477 or the Florida Relay System at 800-955-8771 (TDD) or visit [Accessibility at UF](#).

### **The Opportunity:**

The Florida Cooperative Extension Service is a partnership between state, federal, and county governments. County Extension faculty provide high-quality, relevant, research-based expertise and education to foster healthy people, healthy environments, and healthy economies. We are the resource that helps educate Floridians to address issues related to agriculture, natural resources, youth development, families, and communities.

We hire the best. Varied views and experiences make us strong. We look for people with both academic and people skills who work well in teams, honor their commitments, innovate in a rapidly changing world, and believe in opportunity for all. Working for Florida Cooperative Extension will allow you to make a positive impact in your community as you help shape future generations, growing your career while earning a competitive salary and excellent benefits.

This full-time permanent status accruing Extension Agent will work jointly for UF/IFAS Extension and Osceola County Board of County Commissioners. The successful candidate will lead through designing, implementing, and evaluating community-based education programs that improve financial literacy and help individuals, families, and communities improve their economic well-being (95%). Educational programs may be targeted to help individuals and families obtain skills to own or rent a home, prevent foreclosure, maintain their home, or take a long-term view of their financial futures. At least 5% of the candidate's time will be devoted to 4-H Youth Development.

We are looking for candidates with academic and people skills who work well in teams, honor their commitments, and innovate in a rapidly changing world. The candidate will use an understanding of financial management, quality of life, and community stability to lead an educational program that empowers people to adopt healthy financial behavior, prevent financial stress, and achieve long-term social and economic success. This role provides the opportunity to positively impact the Osceola County community in helping to shape future generations.

**What you will do:**

- Plan, develop, teach, and evaluate community-based education programs to help people acquire the knowledge and skills to build financial security.
- Provide Housing and Urban Development (HUD) housing counseling services and education workshops in coordination with Osceola County Housing and Community Services.
- Market education programs to reach a broad range of populations.
- Employ programmatic strategies to ensure the success of varied populations.
- Build an advisory committee composed of citizens and professionals that will assist with program priorities and design.
- Partner with colleagues, community leaders, agencies, and elected officials to create opportunities that enhance the local economic condition.
- Demonstrate resourcefulness, creativity, enthusiasm, collaboration, leadership, and innovation to strengthen educational programs.
- Manage program components including program policies, records, risk management, communication, and educational materials.
- Seek, secure, and manage grants, contracts, or other funding and partnership opportunities to support the FCS housing and financial management Extension programs.
- Attend and contribute to professional meetings and in-service trainings and actively seek out and attend professional development opportunities.
- Follow all county, UF, and IFAS Extension policies.
- Carry out other duties as outlined by the County Extension Director and the District Extension Director.

**What you will bring (required):**

- A bachelor's degree in family and consumer sciences, business, economics, financial management, or a closely related discipline is required. We will accept applicants without a bachelor's degree if the degree will be earned by May 2025.
- If hired solely with a bachelor's degree, we want you to advance your career by making at least 50% progress toward obtaining your master's degree within the first 6 years of employment. The successful candidate will be able to participate in the Employee Education Program. (Candidates must hold a master's degree to be hired as an Extension Agent II or higher.)
- Must be a HUD Certified Housing Counselor or obtain certification within 1 year of employment.

- Must show significant progress towards completing Accredited Financial Counselor (AFC) certification (30% of completion requirements toward completing Accredited Financial Counselor (AFC) certification within 3 years of employment or 50% within 5 years).
- Ability to work cooperatively as a leader and team member.
- Ability to work independently with minimal supervision.
- Excellent verbal and written communication skills.
- Evidence of resourcefulness, creativity, enthusiasm, and innovativeness.
- High-level organizational development and management skills.
- Knowledge and experience in using and applying information technology and communications applications.
- Candidates must also have a commitment to [UF core values](#) and [UF/IFAS Extension values](#).
- Be willing to be activated by the County in the event of an emergency.

**What you will bring (preferred):**

- A master's degree is preferred.
- Previous experience with family and consumer sciences extension programs and/or HUD housing counseling.
- Experience working with people from varied backgrounds.
- Experience creating lesson plans, developing instructional materials, and applying teaching methods appropriate for a broad range of audiences.
- Technological literacy is necessary for communication and program management, including social media.
- Bilingual preferred.

**Further Information:**

This is not a remote work position.

UF/IFAS employs more than 2,000 faculty and staff statewide. UF/IFAS Extension is a partnership between state, federal, and county governments to provide quality, relevant education, and research-based expertise to foster healthy people, a healthy environment, and a healthy economy. We employ 375 Extension Agents and have an office in each of Florida's 67 counties. We attribute our success to a workforce that embraces the contributions of people of all backgrounds and ability levels. The Extension Agent will contribute to a community that provides space for innovation, creativity, collaboration, growth, and development for all.

Employment is contingent on the results of national background check and drug screening. In the event of an emergency, all Osceola County employees are considered essential personnel and may be required to perform alternate duties if applicable.

Candidates must have the ability to possess (or be able to obtain) a Florida driver's license, be able to work flexible hours, and have the willingness to occasionally work long and irregular hours including evenings, weekends, and overnight travel.

Candidates will be reviewed as applications are received, but please be aware that interviews might be scheduled at 4 to 6 weeks after the position closing date. Are you a good match? [Apply today!](#)

**EXPECTED SALARY:**

Commensurate with education and experience

**Application Instructions:**

Apply at [Careers at UF](#) by 11:55 p.m. (Eastern) of the posting end date, and attach:

- Cover letter that describes how your experience and qualifications have prepared you for this position
- Résumé or Curriculum vitae
- Unofficial copies of all transcripts (showing coursework) of your academic degrees

**The following documents are also required** and may either be submitted through the above link at the time of application or sent separately to our office (below).

- [Current and Previous Employment Form](#)
- A minimum of 3 [reference rating forms](#) from your professional/academic references.

**Applicants are responsible for sending the rating form link to their references.**

- Reference forms will be kept on file for 1 year and will be automatically used with any of our extension agent positions you apply for during that time.

Reference rating forms and unofficial transcripts not submitted at the time of application should be submitted/postmarked by the next business day after the position's closing date. They may be submitted to:

UF IFAS Human Resources  
Faculty Recruitment and Hiring  
P O Box 110281  
Gainesville, FL 32611-0281  
[ifas-hr@ifas.ufl.edu](mailto:ifas-hr@ifas.ufl.edu)  
Fax: (352) 392-3226

Selected candidate will be required to provide an official transcript to the hiring department upon hire. A transcript will not be considered "official" if a designation of "Issued to Student" is visible. Degrees earned from an education institution outside of the United States are required to be evaluated by a professional credentialing service provider approved by [National Association of Credential Evaluation Services \(NACES\)](#).

Hiring is contingent upon eligibility to work in the US. The University of Florida is a public institution and subject to all requirements under Florida Sunshine and Public Record laws.

The University of Florida is an Equal Employment Opportunity Employer. The University and greater Gainesville community enjoy a variety of cultural events, restaurants, year-round outdoor recreational activities, and social opportunities.