

# Off-Campus Employment

*Job posted on 2014-04-10 by 00026579; posting expires on 2014-05-30*

**Employer:** The Family Nutrition Program

**Position:** Program Coordinator

**Job Description:** Full Time,

The Families and Health Family Nutrition Program at WVU Extension Service, Charleston Office is seeking a Program Coordinator (Academic Professional) that will assist with the Family Nutrition Program to manage summer activities (Youth camping), maintain program and budget accountability for Youth Camping Program, coordinate New Employee Training, and provide program support as needed by the Extension Specialist faculty members.

**Qualifications:** Applicants should possess a Master's degree in community health, public administration, exercise science, public health, nutrition, education or other relevant degree. Must have a valid driver's license. In addition, must have one to two years of experience in coordinating grants and project management.

**Application Instructions:** To apply for the position, submit a cover letter, resume or CV and the names of three work references to [EHRRecruitment@mail.wvu.edu](mailto:EHRRecruitment@mail.wvu.edu). Reference the Program Coordinator AP.429 position in the subject line. This position will remain open until filled.