



**American Samoa Community College
EMPLOYMENT OPPORTUNITY**

Agriculture Community and Natural Resources (ACNR)

Position Title: **Manu'a Station Officer**
Employment Status: Full Time / 12 Months – Career Service

General Description:

Under the general direction of the Extension Program Coordinator (EPC) and working with the Agriculture Extension Program Manager (AEMP) and the Forestry Program Manager (FPM) of the American Samoa Community College Division of Agriculture, Community & Natural Resources (ACNR) the Manu'a Station Officer is responsible for Agriculture Extension and Forestry Programs in the Manu'a islands. He/she plans, coordinates, organizes and conducts programs in schools with organized youth and adult groups, farmers and forestry clients through workshops, demonstrations, meetings, one-on-one sessions, and visitations. The Manu'a Station Officer is also responsible for the operation and maintenance of the ASCC-ACNR Manu'a office and station, greenhouse, field demonstrations and trials.

Job Duties and Responsibilities:

- Plans, organizes and implements Agriculture and Forestry programs and workshops with schools, youth groups, and clients in the community.
- Serves as a liaison between ASCC-ACNR and government agencies, schools, village mayors, community groups and residents of Manu'a with regards to Agriculture and Forestry programs and services.
- Responsible for establishment and maintenance of Agriculture and Forestry demonstration plots and field projects.
- Gathers data and compiles reports on programs, special projects, and accomplishments.
- Inputs and maintains a computer database of all clientele.
- Oversees greenhouse activities such as greenhouse maintenance, propagation and multiplication of plant materials, soil preparation, seed collection, insect and disease management, release of plant materials and related items to clients, students and farmers.
- Responsible for greenhouse tours and presentations.
- Assists with any inventory activities or surveying of the forests in the Manu'a islands.
- Assists teachers and students of Manu'a High School and elementary schools with science projects and related educational activities at the ASCC-ACNR greenhouse and demonstration plots.
- Attends training opportunities in Tutuila, the Pacific region, and the United States.
- Trains and assists agents in a lower grade in his/her area of specialty.
- Develops own Weekly Plan of Work and submits it to the EPC for approval.
- Performs other duties as assigned.

Minimum Qualifications:

- Associate of Arts/Science degree with three (3) years of experience in agriculture, forestry, youth development and program management.
- High School Diploma with five (5) years of experience in agriculture, forestry, youth development and program management.
- Good interpersonal, written and oral communications and computer skills.

Preferred Qualifications:

- Bachelor degree in agriculture, forestry, youth development or related, with three (3) years of experience in extension work.
- An understanding of the Samoan culture and good Samoan language skills are highly desirable.
- Familiarity with Extension Programs, with at least three (3) years of work experience in program planning and evaluation.

Salary: *Will commensurate with degree and experience.*

Application Deadline: *May 16, 2019 no later than 4:00pm.*

Applications are available from American Samoa Community College, Human Resources Office (699-9155 Ext. 401/428/441), or by emailing ascchumanresources@amsamoa.edu.

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