



American Samoa Community College
Agriculture, Community, and Natural Resources Division
EMPLOYMENT OPPORTUNITY

Position Title: FCS Program Manager
Employment Status: Full Time 12 months (Career Service)

General Description:

Under the supervision of the Extension Program Director, the FCS Program Manager supervises, coordinates, and manages the Family and Consumer Science Program (FCS) and the Expanded Food and Nutrition Education Program (EFNEP).

Responsibilities and Duties:

Administrative

- Overall program management:
 - Oversee and coordinate the development, implementation, and evaluation of educational programs aimed at enhancing the quality of life for individuals, families, and communities in American Samoa. This role focuses on areas such as nutrition, health, financial management, housing, child development, and family relations
- Program development and implementation:
 - Design and develop educational programs that address community needs in areas such as nutrition, health, financial management, housing, and family well-being
 - Implement programs through workshops, seminars, community outreach, and online platforms
- Other duties as assigned

Technical

- Education and Training:
 - Provide training and resources to individuals and families to improve their quality of life
 - Train and supervise staff, volunteers, and interns involved in FCS programs
 - Develop and distribute educational materials such as brochures, newsletters, and online content
- Community Engagement:
 - Collaborate with local organizations, schools, and community groups to promote FCS programs
 - Conduct needs assessments to identify the specific needs of the community and tailor programs accordingly
 - Foster strong relationships with community members and stakeholders
- Professional Development:
 - Stay updated with current research and trends in family and consumer sciences
 - Attend professional development workshops and conferences

Planning

- Resources Management:
 - Manage budgets, grants, and funding for FCS programs
 - Seek and apply for additional opportunities to support program initiatives
 - Ensure compliance with all relevant regulations and policies

Reporting

- Evaluation and Reporting:
 - Monitor and evaluate the effectiveness of FCS programs through surveys, feedback, and data analysis
 - Prepare reports and presentations to communicate program outcomes and impacts to stakeholders and funding agencies

Minimum Qualifications:

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- Bachelor's degree in Nutrition, health, financial management, housing child development, family relations
- Ten years of experience in direct field
- Excellent interpersonal communications, networking, and administration skills
- Excellent written and oral communications skills in English
- Excellent organizational skills and ability to prioritize and multitask
- Basic budget management skills
- Ability to develop, implement, and evaluate effective programs based on community needs

Preferred:

- Master's degree in Nutrition, health, financial management, housing, child development, family relations
- Excellent written and oral communication skills in Samoan and English
- Demonstrated group leadership skills

Salary: GS-14/01-05: \$45,564.00 - \$50,244.00 per annum

Application Deadline: May 23rd, 2025 no later than 4:00pm

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 460/466/456/474, 699-2722 ext 3601/3602/3603/3604/3605/3606 or online at www.amsamoa.edu/employmentopportunities or by emailing ascchumanresources@amsamoa.edu.

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