



**American Samoa Community College**  
Agriculture, Community, and Natural Resources Division  
**(IN-HOUSE EMPLOYMENT OPPORTUNITY)**

**Position Title:** FCS Agent IV  
**Employment Status:** Full Time 12 months (Career Service)

**General Description:**

Under the direct supervision of FCS Program Manager, the FCS Agent IV will lead the ASCC ACNR FCS Sewing Program for the people of American Samoa through planning, organizing, implementing and evaluating the FCS-Sewing Program in villages, schools, the faith community and other organizations.

**Responsibilities and Duties:**

***Administrative***

- Plan, organize, implement, and evaluate the FCS-Sewing Program in villages, schools, the faith community and other organizations
- Work cooperatively with extension specialists, agents and staff to accomplish the mission of ASCC and the ACNR division
- Cooperate with other FCS agents as a team in recruitment of youth, family and adults for programs
- Work with FCS agents and staff in planning, conducting, and evaluating area programs
- Maintain the office in a clean and orderly condition. Work with custodial staff to ensure that upkeep remains at a high standard
- Other duties as assigned

***Technical***

- Develop materials in English and Samoan to use in the FCS-Sewing Program
- Assist in developing FCS educational activities and workshops to conform with ASCC ACNR and USDA objectives
- Work with FCS agents to develop and maintain effective relationships and partnerships with the Department of Education, other ASG agencies, and community and youth organizations to implement the FCS Program throughout the territory

***Planning***

- Routinely consult with FCS Program Manager in planning, organizing, conducting, and evaluating programs in FCS, such as sewing; parenting, sewing, consumer education, family finances, family relationships, housing, home management, interior design, foods, nutrition, and textiles
- Plan and schedule FCS programs and events with co-workers

***Reporting***

- Collect, save and report data for all workshops and activities conducted for the FCS Program

**Minimum Qualifications:**

- High School Diploma
- Twenty (20) years of sewing experience
- Professional knowledge in textiles, sewing, etc.

**Salary:** GS-11/06-10: \$31,075.00 - \$35,235.00 per annum

**Application Deadline:** March 6, 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](http://www.amsamoa.edu/employmentopportunities) or by emailing [ascchumanresources@amsamoa.edu](mailto:ascchumanresources@amsamoa.edu).

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