

Jeffrey Burke, MPA

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Candidate for:
Georgia Association of Extension 4-H Agents
Office of Vice President

PROFESSIONAL EXPERIENCE

Statewide 4-H Events and Programs Manager (Public Service Professional) 2017 - Present

University of Georgia | College of Agricultural and Environmental Sciences | Extension

The candidate is responsible for the execution and evaluation of statewide 4-H conferences, programs, and events. In this position, the candidate serves as a resource to all Extension faculty and staff as it relates to event marketing and promotion. In addition, the candidate serves as the lead for the Georgia 4-H event management team, prioritizing and coordinating work assignments for the professionals who support events and programs.

Fortson 4-H Center Director (Center Director I) 2016 - 2017

University of Georgia | College of Agricultural and Environmental Sciences | Extension

The candidate served as the director of one of Georgia's five 4-H facilities. In this position, the candidate was responsible for all fiscal and physical operations of the center including hiring and training, food service, housekeeping, educational services, and maintenance.

Extension Agent (Public Service Assistant) 2012 - 2016

University of Georgia | College of Agricultural and Environmental Sciences | Extension

The candidate was responsible for coordinating, developing, implementing, and evaluating the 4-H educational program in Sumter and Emanuel Counties. The candidate directed 4-H youth with project work, leadership and citizenship activities, camps, conferences, and public relations.

FORMAL EDUCATION

Master of Public Administration, Major in Public Sector Management 2015

Valdosta State University; Valdosta, GA

Bachelor of Arts, Major in Political Science 2012

Valdosta State University; Valdosta, GA

TRAINING AND CONTINUING EDUCATION

Event Planning and Meeting Management Certificate Completion: April 2020

University of Georgia Center for Continuing Education; Athens, GA

Led by industry professionals, this course is designed for event and meeting managers seeking to expand their career paths with the skills necessary to plan efficient and effective events and meetings. Course topics include ever sourcing and site selection, strategic communication and food and beverage, budgeting, marketing, technology and audio visual, and contracts and risk management.

Facilitation Academy Completion: October 2020

University of Georgia Public Service and Outreach; Athens, GA

The UGA Public Service and Outreach Facilitation Academy is a professional development program that provides a select number of diverse faculty and staff the opportunity to cultivate effective facilitation, leadership and presentation skills. The curriculum incorporates core competencies that address the set of skills, knowledge and behaviors needed to facilitate in a wide variety of environments.

PROFESSIONAL ASSOCIATIONS AND LEADERSHIP

National Association of Extension 4-H Youth Development Professionals

2013 - Present

The National Association of Extension 4-H Youth Development Professionals (NAE4-HYDP) is an internationally recognized, nonprofit, non-partisan association of professional 4-H youth development educators.

- Virtual Professional Development Task Force Chair (2017 - 2019)
 - Delivered ongoing professional development for members by utilizing educational technologies for delivery
 - Collected proposals, led peer-review selection, coordinated logistics with selected presenters, and hosted monthly webinars for membership
- Healthy Living Task Force, Special Appointment to Ad Hoc Committee (2014)
 - Worked collaboratively with Extension professionals from the University of Georgia and West Virginia University to co-author the judging criteria for the “Search for Excellence in Healthy Living Programming” award sponsored by the NAE4-HYDP Healthy Living Task Force

Georgia Association of Extension 4-H Agents

2013 - Present

The Georgia Association of Extension 4-H Agents (GAE4-HA) is the professional association dedicated to serving the needs of the University of Georgia Extension professionals whose work is connected with the membership of the Georgia 4-H program.

- Association Treasurer (2017 - 2019)
 - Elected by his peers to serve as a member of the GAE4-HA Executive Board
 - Oversaw all aspects of association financial management, including preparing and presenting budgets, presenting regular reports on the association's financial status, and managing records
 - Managed operating and endowment accounts totaling more than \$200,000
- Programs Committee Chair-Elect and Chair (2014 - 2016)
 - Collected and shared concerns from GAE4-HA members about 4-H programming with appropriate 4-H Extension Specialists and assisted in establishing guidelines

Epsilon Sigma Phi – Alpha Beta Chapter

2016 - Present

Epsilon Sigma Phi (ESP) is a national, independent, not-for-profit organization whose membership is reserved for Extension professionals of all program areas with membership only by nomination from a current member.

- Regional Junior and Senior Director (2017 - 2019)
 - Elected by his peers to represent the state-level faculty and staff on the association board of directors and conducted annual district association meetings

Meeting Professionals International

2020 - Present

Meeting Professionals International (MPI) is the largest meeting and event industry association worldwide and provides innovative and relevant education, networking opportunities and business exchanges, and acts as a prominent voice for the promotion and growth of the industry.

PROFESSIONAL HONORS AND AWARDS

The candidate’s honors and awards include:

4	14	6	67
National Awards	State Awards	Regional Awards	Awards Received by Staff, Volunteers, and Students Under Direction of Candidate

Highlights of awards received include:

National	Distinguished Service Award <i>by the NAE4-HYDP</i>	2020
	Achievement in Service Award <i>by the NAE4-HYDP</i>	2018
	Diversity Award <i>by ESP</i>	2017
State	Professional Development Scholarship Recipient <i>by the GAE4-HA</i>	2019
	Professional Achievement Award <i>by the GAE4-HA</i>	2018
	Search for Excellence in Teen Programming <i>by the GAE4-HA</i>	2015
Regional	Outstanding Young Professional <i>by the Southeast District GAE4-HA Region</i>	2015