Extension Program Coordinator, Watershed and Soil Conservation Leadership Development

https://jobs.ndsu.edu/Opening#1700472

Lead dynamic watershed and soil conservation development Extension programs in North Dakota

Position Information

The Extension Program Coordinator will work collaboratively with a team of Extension and research professionals and volunteers to provide innovative leadership and administrative support for the North Dakota State Soil Conservation and the North Dakota Watershed Leadership Academy. The primary duties of this full-time position include the management, facilitation and leadership of these two programs. This is a temporary position with funding available until June 30, 2019, with the potential for continuation. The position will be based in Bismarck or Fargo, North Dakota. Supervision is provided by Lynette Flage, Extension program leader and specialist.

This position includes, but is not limited to, the following responsibilities:

Administrative Support for State Soil Conservation Committee (SSCC) (45%)
- Coordinate and schedule Committee meetings in consultation with the chair, including developing and organizing meeting materials, distributing agendas, keeping minutes and maintaining other records related to Committee meetings.
- Assist the Committee with budget planning for the Soil Conservation District (SCD) Assistance Program and communicate funding allocations to local SCDs.
- Review and process invoices from SCDs consistent with their funding allocations, track expenditures throughout the biennium, and keep SSCC informed of funding issues.
- Coordinate SCD boundary and consolidation discussions.
- Support Committee members who are on standing committees of the ND Association of Soil Conservation Districts.
- Coordinate with the Committee chair to schedule SSCC participation at soil conservation-related meetings at the state and federal level.
- Complete annual sand and gravel surface mining report.

Support for Soil Conservation Districts (SCDs) (15%)
- Develop, monitor and maintain contracts with vendors, contractors and service providers in accordance with North Dakota law.
- Provide oversight for SCD supervisor elections and file Oaths of Office.
- Coordinate online training program for SCD supervisors.
- Assist SCDs in developing policy guidelines for operations and employees.
- Provide technical assistance as needed to SCD supervisors.

Watershed Leadership Education (40%)
- Provide leadership in the development, implementation and evaluation of the ND Watershed Leadership program initiative to watershed coordinators, watershed advisory groups, Soil Conservation District boards and others working on water-related issues.
- Facilitate Watershed Leadership Academy advisory council meetings three times a year.
- Conduct needs assessment and issues identification that result in program curricula based on the needs of those working on water-related issues.
- Interpret and integrate pertinent research information into the watershed leadership educational programs.
- Evaluate and market the impact of the educational programs delivered.
- Cultivate a relationship and use media outlets and resources.
- Cooperate and collaborate with local, county and state agencies and organizations to enhance other Extension community and leadership development programming opportunities.

Other
- Assist the Committee with budget planning for the Soil Conservation District (SCD) Assistance Program and
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Position: Full-time – Temporary with funding available until June 30, 2019 with the potential for continuation.

Salary: Commensurate with education and experience

Benefits include retirement plan and full coverage for family health insurance

Location: Bismarck or Fargo, ND

To apply
- Visit https://jobs.ndsu.edu/
- create an account
- search for opening #1700472
- create and submit your application when prompted

Screening will begin September 27, 2017

Direct questions to:
Lynette Flage
Director, NDSU Center for Community Vitality
701-231-7782
lynette.flage@ndsu.edu

Or
Jim Gray
District Director
701-328-9716
jim.gray@ndsu.edu

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