Provide dynamic program leadership in community vitality for Extension programs in North Dakota

**Position:** Full-time

**Salary:** Commensurate with experience

**Benefits** include retirement plan and full coverage for family health insurance

**Location:** an existing NDSU Extension Service office

**To apply:**
- Visit [https://jobs.ndsu.edu/](https://jobs.ndsu.edu/)
- create an account
- search for opening #1400122
- create and submit your application when prompted

**Screening will begin**
May 13, 2014

**Direct questions to:**
Kathleen Tweeten, Director
Center for Community Vitality
701-328-9718
kathleen.tweeten@ndsu.edu

This position is exempt from North Dakota Veterans’ Preference requirement.

North Dakota State University is an Equal Opportunity/Affirmative Action Employer

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**Area Extension Specialist/Community Vitality**

[https://jobs.ndsu.edu/](https://jobs.ndsu.edu/)
Opening #1400122

**Position Information**

The NDSU Extension Service community vitality area specialist will provide collaborative leadership and subject-matter expertise focused on improving lives, communities and economies through the development, delivery and evaluation of educational programs. In general, the area specialist will provide educational resources that will empower businesses, farms, families and communities to strengthen the economy and enhance quality of life.

This is a 12-month, non-tenure track position that reports to the Director of the NDSU Extension Service Center for Community Vitality at Bismarck, North Dakota. Office headquarters will be located at an existing NDSU Extension office. Administrative support will be provided by the Center for Community Vitality.

For more information on Community Vitality programs, visit [www.ag.ndsu.edu/ccv](http://www.ag.ndsu.edu/ccv).

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

- Work with constituents, colleagues, Community Vitality program team and Community Vitality program leader, Center for Community Vitality Advisory Committee, and campus faculty and staff to establish program goals.
- Develop and provide high quality educational programs. Participate in interdisciplinary teams, committees and task forces. Collect qualitative and quantitative data to evaluate impact of programs and services.
- Generate and manage income through grants and other means to sustain and grow essential programs.
- Develop and maintain essential partnerships.
- Market and promote educational offerings and the mission of the NDSU Extension Service.
- Remain up to date on trends and research-based knowledge.
- Actively participate in professional development opportunities.
- Regular travel in and out of state is required. Work some evenings and weekends to meet the needs of learners and constituents.

**Minimum Qualifications**

- An earned master’s degree relating to the duties and responsibilities of the position.
- Exhibits high personal standard of excellence.
- Experience working in high performing teams.
- Experience in program development, evaluation and reporting impacts.
- Demonstrated ability to engage stakeholders, learners and decision makers.
- Demonstrated ability in filtering information and applying and transferring research-based knowledge.
- Demonstrated ability in basic community development practices such as coalition and partnership building, community and organizational facilitation, community planning, business retention and expansion facilitation, working with local government, community and economic data analysis, and leadership development.
- Demonstrated success in effective and innovative teaching strategies that engage others. Must be able to integrate new and emerging technology, such as social media, into programming.
- Effective listening, written and oral communication skills including public speaking and presentation abilities.
- Understanding of different ethnic and socioeconomic audiences, and a commitment to developing and delivering both inclusive and targeted programming.
- Valid driver’s license.

**Preferred Qualifications**

- An earned master’s degree in community development, community and regional planning, regional economics, agricultural economics, rural sociology, entrepreneurship, business administration, leadership or closely related field with appropriate coursework.
- Relevant work experience in Extension.
- Demonstrated ability to develop external funding support for program activities.
- Outstanding leadership skills as demonstrated by roles in college, career and/or community activities.
- Demonstrated ability to effectively manage multiple priorities and programs.
- Ph.D. or terminal degree in a related field.
- Experience with networking.