



# Extension Program Coordinator, Watershed and Soil Conservation Leadership Development

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Opening #1700472

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

**NDSU** EXTENSION  
SERVICE

**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:**  
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for Title IX/ADA Coordinator, Old Main 201, NDSU  
Main Campus, 701-231-7708, [ndsu.eoaa.ndsu.edu](mailto:ndsu.eoaa.ndsu.edu).  
This publication will be made available in alternative  
formats for people with disabilities upon request,  
701-231-7881.

## 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 Committee 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

- Assure compliance with equal opportunity policies.
- Perform other duties as assigned in support of Extension programming.
- Participate in professional development experiences offered by the NDSU Extension Service and other entities as appropriate.
- Some travel required.

### Behavioral expectations include:

- Work ethically, with integrity and respect confidentiality.
- Contribute to an environment of cooperative, supportive and positive working relationships with co-workers and clientele. Promote a healthy work environment and support everyone's efforts to succeed.
- Resolve difference constructively. Use tact and courtesy at all times.
- Use effective time management. Be prompt in attendance and be fully engaged.
- Exhibit positive attitude, image and personal motivation. Be professional at all times.

## Minimum Qualifications

1. Bachelor's degree, by start date, in a discipline related to the responsibilities of the position, with the academic capacity to enroll in a relevant graduate program in the future.
2. Skills that demonstrate knowledge and expertise in leadership development, community development, communication, natural resources management or other related fields and the understanding necessary to effectively communicate the knowledge and application to other disciplines.
3. Innovative program development and educational design skills to assess needs and issues, and develop, deliver and evaluate comprehensive learning experiences that help diverse adult audiences enhance their lives and communities.
4. Information and technology skills necessary to reach and teach diverse audiences, work and communicate effectively, manage time and resources, and enhance one's ability to find, evaluate and disseminate information
5. Ability to communicate effectively, both orally and in writing, with individuals, groups and through mass media.
6. Organizational management skills including the ability to conduct oneself professionally, be self-directed in the work environment, work flexible and extended hours (extended travel required), and manage time and resources (including grant writing) to efficiently accomplish the duties of the position.
7. Familiarity with various ethnic and socioeconomic audiences, an interest and ability to work with people of diverse backgrounds and a commitment to the principles of diversity.
8. Valid driver's license.

## Preferred Qualifications

1. Master's degree in a relevant field.
2. Recent Extension Service work experience.
3. Working knowledge of soil conservation practices in North Dakota.