Lead dynamic family and community wellness Extension programs in Benson County, North Dakota

Position: Full-time (50% Family and Community Wellness/50% Family Nutrition Program)

Salary: Commensurate with education and experiences. Bachelor's level minimum salary is $43,000 and Master's level minimum salary is $48,000.

Benefits include retirement plan and full coverage for family health insurance

Location: Minnewaukan, ND

To apply:
- Visit https://jobs.ndsu.edu/
- create an account
- search for opening #1901258
- create and submit your application when prompted

Screening will begin
November 5, 2019

Direct questions to:
Ron Wiederholt
District Director
701-652-2951
ron.wiederholt@ndsu.edu

Job Responsibilities and Behavioral Expectations

The Extension Agent will work collaboratively with a team of Extension and research professionals and volunteers to provide innovative leadership for the Benson County Extension family and community wellness program. The Extension Agent will collaborate with other agencies and organizations to provide direct teaching with adults and youth in food and nutrition and nutrition-related subject matter. The position targets Supplemental Nutrition Assistance Program (SNAP) eligible households. Supervision is provided by the Extension District Director serving Benson County.

This is a full-time position, planning and delivering a diverse and inclusive program that reflects the demographics and social conditions of the population to be served in Benson County and when appropriate, programming cooperatively in neighboring counties. The Family Nutrition Program is contingent on the availability of funds to support the program. The position is based in the Benson County office of the NDSU Extension located in Minnewaukan, ND.

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

Educate
- Teach, deliver and evaluate programs in nutrition, health and wellness, personal and family finance and 4-H youth development for adult and youth audiences.
- Teach, deliver and evaluate programs in food and nutrition, food safety and food purchasing to SNAP eligible households. Successful Extension Programs will require you to:
  - Conduct needs assessments and issues identification that result in programs based on the needs of county citizens.
  - Interpret and integrate pertinent research information into educational programs.
  - Develop expertise in a subject matter competency area, and to plan, implement and deliver educational programs on a county and/or communities-of-interest basis.
  - Evaluate participants' progress and overall program effectiveness.
  - Evaluate and market the impact of the educational programs delivered.
- Cultivate a strong relationship with and use multiple media outlets and resources.
- Lead the 4-H youth development-based educational programs with a measurable impact on enhancing life skills of youth, adults, and volunteers.
- Provide community and leadership development education relating to the family and community wellness program.
- Participate in professional development experiences offered by the NDSU Extension and other entities as appropriate.

Collaborate and Facilitate
- Cooperate and collaborate with local, county and state agencies, organizations and businesses to enhance family and community wellness leadership and programming opportunities, and utilize stakeholder input to formulate program plans to address issues that affect people throughout their life span.
- Build partnerships and collaborate with county, state and federal governmental units, local organizations, businesses and other to provide a comprehensive program in nutrition education targeting SNAP eligible households.
- Collaborate with NDSU professionals to develop interdisciplinary programs, some of which will be delivered on a community of interest or program team basis.
- Encourage families to utilize assistance provided through community services and Federal food assistance programs. Assist families to address barriers to program participation.
- Work with partners on targeted policy, plans and environmental supports to increase healthy behaviors.
- Serve as local Extension partner with Children, Youth and Families at Risk Sustainable Communities Project grant in cooperation with Cankdeska Cikana Community College and other mutually determined efforts.
- Develop and implement volunteer recruitment and provide training and management systems.

Other
- Assure compliance with equal opportunity policies.
- Perform other duties assigned in support of Extension programming.
- Maintain and submit records accurately and on time. Manage operating budget.
- 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 differences constructively. Use tact and courtesy at all times.
- Use effective time management. Be prompt in attendance for work and meetings and be fully engaged.
- Exhibit positive attitude, image and personal motivation. Be a professional at all times.

Minimum Qualifications:

1. Bachelor’s degree in a related field such as human development, psychology, family & consumer sciences, education, health & nutrition, gerontology, etc. with the academic capacity to enroll in a relevant graduate program in the future.
2. The ability to develop and maintain effective working relationships with colleagues, partners, and stakeholders.
3. Basic computer skills and ability to use Microsoft office programs such as Word, Excel, and PowerPoint.
4. Ability to use technology for communication, information finding, program delivery, and reporting.
5. Ability to communicate effectively both orally and in writing, with individuals, groups and through mass media.
6. Ability to conduct oneself professionally, be self-directed in the work environment & work flexible & extended hours.
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 human development, psychology, family & consumer sciences, education, gerontology or health & nutrition
2. Experience recruiting & managing volunteers.
3. Experience in designing & delivering educational programs, particularly to Native American audiences.
4. Experience with problem solving & conflict management.
5. Experience disseminating information through social & mass media.
6. Recent Extension work experience.
7. Working knowledge of & experience with 4-H &/or other youth programs.