Position: Full-time

Salary: Commensurate with education and experience. 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: Finley, ND

To apply:
- Visit https://jobs.ndsu.edu/
- create an account
- search for opening #2001413
- create and submit your application when prompted

Screening will begin March 9, 2020

Direct questions to:
Kim Ruliffson
District Director
701-780-8229
kimberly.ruliffson@ndsu.edu

**Extension Agent, Family and Community Wellness/ Nelson/Steele Counties**

Visit https://jobs.ndsu.edu/ Opening #2001413

Lead dynamic family and community wellness Extension programs in Nelson/Steele Counties, North Dakota

**Position Information**

The Extension agent will work collaboratively with a team of Extension, research professionals, county residents and leaders to provide education, collaboration and facilitation for the Family and Community Wellness and 4-H Youth Development programs in Nelson and Steele Counties. Supervision is provided by the Extension district director serving Nelson and Steele counties. This is an 100% position serving Nelson and Steele Counties. This position is headquartered in Steele County (Finley, North Dakota) with office space and programming required in Nelson County (Lakota, North Dakota).

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

**Educate**
- Develop and enhance an effective Family and Community Wellness program that supports the growth and development of healthy, sustainable communities, families and individuals. Programming may include adult development and aging, family and community health, wellness and nutrition.
- Collaborate with local teams to plan, coordinate, implement and evaluate the 4-H Youth Development programs in Nelson and Steele counties.
- Successful Extension programs require you to:
  - Conduct needs assessment 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 plan, implement and deliver educational programs on a county and/or community-of-interest basis.
  - Evaluate and market the impact of the educational programs delivered.
- Develop a strong relationship with multiple media outlets to market programs and share impacts.
- Provide educational leadership and assistance in multi-county, regional and state activities in Family and Community Wellness and 4-H Youth Development.

**Collaborate and Facilitate**
- Develop strong working relationships with local Extension staff, state specialists, county fair or achievement day committees/boards, local schools, community leaders, and partner organizations to enhance Family and Community Wellness programming and 4-H Youth Development.
- Collaborate with the local office teams to ensure high-quality 4-H Youth Development programming and a safe, supportive environment for youth and volunteers.
- Ensure compliance with equal opportunity policies.
- Be an active learner to keep relevant with new teaching strategies, advances in the professional field, technology, news and related research.
- Be self-directed with minimal supervision in the work environment.
- Some weekend and evening work is required.
- Travel within the county and occasional travel outside the county is required.
- Overnight trips also will be required on occasion for meetings, 4-H Youth Development activities and professional development.
- Perform other duties as assigned in support of Extension programming.

**Minimum Qualifications**

- Bachelor’s degree in youth development, human development, family and consumer sciences, education, health and nutrition, psychology, gerontology or a bachelor’s degree with related experience, or an unrelated bachelor’s degree but related master’s degree.
- The ability to develop and maintain effective working relationships with colleagues, partners and stakeholders.
- Basic computer skills and ability to use Microsoft Office programs such as Word, Excel and PowerPoint.
- Ability to communicate effectively, orally and in writing, with individuals, groups and through mass media.
- Familiarity with various ethnic and socioeconomic audiences, and/or sensitivity to work with people of diverse backgrounds.
- Valid driver’s license and ability to meet travel requirements of this position.

Please explain how you meet all of the qualifications in your cover letter.

**Preferred Qualifications**

- Master’s degree in education, youth/human development, family and consumer sciences, health and nutrition field, or other closely related field.
- Experience recruiting and managing volunteers.
- Experience in designing and delivering educational programs.
- Recent Extension work experience.
- Experience with 4-H and/or other youth programs.
- Demonstrated work experience in related health and human development field(s).

Please explain how you meet all of the qualifications in your cover letter.

March 9, 2020

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