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

Position: Part-time (80%)
Salary: Commensurate with education and experience.
Bachelor's level minimum salary is $34,400 and Master's level minimum salary is $38,400

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 #1901223
- create and submit your application when prompted

Screening will begin: October 4, 2019

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

Position Information
The Extension Agent will work collaboratively with a team of Extension and research professionals and county residents and lead family, youth and community wellness education and communication efforts at 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 80% position serving Nelson and Steele counties. When appropriate, this position will program cooperatively with other neighboring counties and for statewide needs. This position is based in NDSU Extension's Nelson or Steele County offices, located in Lakota, ND or Finley, ND respectively. Work is required in both counties weekly.

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 as a local team to plan, coordinate, implement and evaluate the 4-H and youth development program in Nelson and Steele counties.
- Successful Extension programs will 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 communities-of-interest basis.
  - Evaluate and market the impact of the educational programs delivered.
- Cultivate a strong relationship with multiple media outlets to market programs and share impacts.
- Participate in professional development experiences offered by NDSU Extension and other entities as appropriate.
- Provide educational leadership and assistance in multicounty, 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 committees/boards, local schools, community leaders and agencies to enhance family and community wellness programming and 4-H youth development.
- Utilize stakeholder input to formulate program plans to address issues that affect people throughout their life span.
- Be an effective relationship-builder with community members, program partners, office team and local decision makers (commissioners, legislators, SBARE members, etc.)
- Collaborate with local office team to ensure high quality 4-H youth development programming and a safe, supportive environment for youth and volunteers.
- Collaborate with NDSU professionals to develop interdisciplinary programs, some of which will be delivered on a community-of-interest or program team basis.

Other
- 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 research.
- Be self-directed with minimal supervision in the work environment.
- Some weekend and evening work is required.
- Travel within the county and district and occasional travel outside the district is required.
- Overnight trips will also be required on occasion for meetings, 4-H/youth development activities, and professional development.
- Perform other duties as assigned in support of Extension programming.
- Fulfill all duties and expectations assigned county coordinator within your county office.

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.
- Resolve differences constructively. Use tact and courtesy at all times.
- Exhibit positive attitude, image and personal motivation at all times. Be an engaged professional.
- Use effective time management.

Minimum Qualifications
1. Bachelor's degree in youth development, human development, family & consumer sciences, education, health & nutrition, gerontology, or related field for position with the academic capacity to successfully 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, orally and in writing, with individuals, groups and through mass media.
6. Ability to conduct oneself professionally, be self-directed in the work environment and work flexible and 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.

Please explain in your cover letter if and how you meet any of the preferred qualifications.

Preferred Qualifications
1. Master's degree in education, youth/human development, family & consumer sciences, health and nutrition field or closely related field.
2. Experience recruiting and managing volunteers.
3. Experience in designing and delivering educational programs.
4. Experience with problem solving and conflict management.
5. Experience disseminating information through social and mass media.
6. Recent Extension work experience.
7. Working knowledge of and experience with 4-H and/or other youth programs.

Please explain in your cover letter if and how you meet any of the preferred qualifications.

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