Lead dynamic agriculture and natural resources horticulture
Extension programs in Burleigh and Morton Counties, North Dakota

Position: Full-time
Salary: Commensurate with qualifications and experience
Benefits include retirement plan and full coverage for family health insurance
Location: Bismarck and Mandan, ND
To apply:
• Visit https://jobs.ndsu.edu/
• create an account
• search for opening #2001391
• create and submit your application when prompted

Screening will begin
March 2, 2020
Direct questions to:
Jim Gray
District Director
701-328-9716
jim.gray@ndsu.edu

Position Information
The Extension Agent will work collaboratively with a team of Extension professionals, county residents and leaders to empower North Dakotans to improve their lives and communities through science-based horticulture education. This is a full-time position planning and delivering horticulture-related educational programs in Burleigh and Morton Counties and, when appropriate, programming cooperatively in neighboring counties. This position is based in the NDSU Extension offices in Burleigh and Morton Counties, and the agent will maintain office hours in both Bismarck and Mandan, ND.
This position includes, but is not limited to, the following responsibilities:

Educate
• Develop, deliver, and evaluate horticulture educational programs to adult and youth audiences.
• Provide technical assistance and science-based information in response to horticulture related consumer questions in fruit production, vegetable production, trees, shrubs, flowers, lawns, weeds, diseases, insects and other related community issues.
• Coach Master Gardeners to assist in answering horticultural related consumer questions.
• Assist with agricultural/horticultural related 4-H youth development programming in both counties to enhance life skills of youth, adults, and volunteers.
• Disseminate horticulture-related information to the public through mass media, social media, and other platforms.

Collaborate and Facilitate
• Develop strong working relationships with local Extension staff, state specialists, local committees/boards, schools, agencies/organizations, community leaders, and other local stakeholders to leverage resources and assess Extension programming needs.
• Collaborate with local office team to ensure high quality 4-H youth development programming and a safe, supportive environment for youth and adult volunteers.
• Develop horticultural expertise of local citizens to collaborate on community gardens, pollination projects, community orchards, and other local projects related to agriculture/horticulture.
• Recruit, train, and equip local volunteers, including 4-H volunteers and Master Gardeners, to develop and deliver local Extension programs.
• Cultivate a strong relationship with and use multiple media outlets and resources to market programs and impacts.

Other
• Participate in professional development experiences offered by the NDSU Extension and other entities as appropriate.
• Be self-directed with minimal supervision.
• Some weekend and evening work is required.
• Travel within the Burleigh-Morton County area is required. Overnight trips will be required on occasion for meetings, 4-H youth development activities, and professional development.
• Be an active learner to keep relevant with new teaching strategies, advances in the professional development field, technology, news and with related research.
• Perform other duties assigned in support of Extension programming.

Minimum Qualifications
1. Bachelor's degree in horticulture OR a bachelor's degree in related field with at least three years of horticulture-related work experience.
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 (Word, Excel, and PowerPoint).
4. Ability to communicate effectively, both orally and in writing, with individuals, groups and through mass media.
5. 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.
6. 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.
7. Valid driver’s license.

Preferred Qualifications
1. Master's degree in horticulture or related field.
2. Experience recruiting and managing volunteers.
3. Experience designing and delivering educational programs.
4. Recent Extension work experience.
5. Working knowledge of and experience with 4-H and/or other youth programs.
6. Demonstrated experience with consumer horticulture.