Position: Full-time
Salary: Commensurate with education and experience.
Benefits include retirement plan and full coverage for family health insurance
Location: New Town, ND
To apply:
- Visit https://jobs.ndsu.edu/
- create an account
- search for opening #1901107
- create and submit your application when prompted

Screening will begin July 8, 2019
Direct questions to:
Jim Gray
District Director
701-328-9716
jim.gray@nds.edu

Extension Agent/Fort Berthold
https://jobs.ndsu.edu/
Opening #1901107

Lead dynamic agriculture, natural resources and 4-H youth development Extension programs for Fort Berthold, North Dakota

Position Information
The Extension Agent will work collaboratively with a team of Extension and research professionals and volunteers to provide innovative leadership for the Fort Berthold Extension-agriculture and natural resources and 4-H youth development programs. The primary duty is to teach, deliver, and evaluate programs in horticulture, agriculture, natural resources; and youth leadership, and community development. The agent will also expand opportunities for positive youth development on Fort Berthold by offering 4-H centered youth programs with a strong cultural emphasis. Supervision is provided by the Extension District Director serving Fort Berthold.

This is a full-time position planning and delivering educational programs on Fort Berthold Reservation and, when appropriate, programming cooperatively in neighboring counties. This position is based in the Fort Berthold office of the NDSU Extension, which is located in New Town, ND.

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

Educate
- Teach, deliver and evaluate programs in horticulture, agriculture, and 4-H youth development for adult and youth audiences.
- Agriculture, horticulture, and natural resources programming will focus on gardening, Native agriculture, pest management and other local needs.
- This position leads and manages the full range of 4-H youth development programs including clubs, after school programs, educational experiences and camps. Work will focus on expanding access to 4-H programming by Native American youth, increasing skills in traditional arts and crafts, improving youth knowledge of gardening and the environment, and increasing youth awareness of nutrition and making healthy choices.
- Participate in professional development experiences offered by the NDSU Extension and other entities as appropriate.
- Successful Extension programs will require you to:
  - Conduct needs assessment and issues identification that result in programs based on the needs of local citizens.
  - Interpret and pertinent research information into educational programs.
  - Develop expertise in a subject matter competency area, and to plan, implement and deliver local educational programs.
  - Evaluate and market the impact of the educational programs delivered.
  - Cultivate a strong relationship with and use multiple media outlets and resources to market programs and impacts.
  - Recruit and develop volunteers, including community elders, to serve as leaders and role models for youth in 4-H programs.
  - Support culturally relevant youth development practices with community partners.
  - Work with 4-H members and volunteers to develop new 4-H programs.

Collaborate and Facilitate
- Cooperate and collaborate with local, county and state agencies, organizations and businesses to enhance agriculture and natural resources and 4-H youth development programming.
- 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 (tribal council, legislators, SBARE members, etc.).
- 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 listener to keep relevant with new teaching strategies, advances in the professional development field, technology, news and with related research.
- Be self-directed with minimal supervision in the work environment.
- Same weekend and evening work is required.
- Travel within Fort Berthold and the district and occasional travel outside of the district is required.
- Oversight trips will be required on occasion for meetings, 4-H youth development activities, and professional development.
- Perform other duties assigned in support of Extension programming.

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 a discipline related to the responsibilities of the 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, 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 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.

Preferred Qualifications
1. Master's degree in a related field.
2. Experience recruiting and managing volunteers.
3. Experience in designing and delivering educational programs, particularly to Native American audiences.
4. Recent Extension work experience.
5. Working knowledge of and experience with 4-H and/or other youth programs.
6. Demonstrated experience with agriculture and horticulture in western North Dakota.

County commissions, North Dakota State University and U.S. Department of Agriculture cooperating. NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable. Direct inquiries to Vice Provost for Title IX/ADA Coordinator, Old Main 201, NDSU Main Campus, 701-231-7781, ndsu.eoe.ada@ndsu.edu. This publication will be made available in alternative formats for people with disabilities upon request, 701-231-7881.