Position: Full-time
Salary: Commensurate with education and experience
Bachelors level minimum salary is $41,200 and Masters level minimum salary is $44,200.
Benefits include retirement plan and full coverage for family health insurance
Location: Grand Forks, ND
To apply:
- Visit https://jobs.ndsu.edu/
- Create an account
- Search for opening #1800724
- Create and submit your application when prompted
Screening will begin June 11, 2018
Direct questions to: Kimberly Ruliffson
District Director
701-780-8229
kimberly.ruliffson@ndsu.edu

Extension Parent Educator
and Region 4 Coordinator/
Grand Forks, Nelson, Pembina and Walsh Counties
https://jobs.ndsu.edu/
Opening #1800724

Provide dynamic program leadership in parenting education for Extension programs in Grand Forks, Nelson, Pembina, and Walsh Counties, North Dakota.

Position Information
The Extension Parent Educator and Region 4 Coordinator will work collaboratively with a team of North Dakota State University (NDSU) Extension and research professionals, educators and volunteers to provide dynamic leadership and coordination for the Region 4 Parent and Family Resource Center. Region 4 includes the counties of Pembina, Walsh, Nelson and Grand Forks in northeast North Dakota. The primary role includes providing approved curriculum-based parent education and collaborative work with local schools, child care facilities, court and justice systems, and community organizations to provide appropriate outreach. The secondary role includes coordination and oversight of facilitators, site logistics, and review and evaluation of programs and education facilitators in Region 4.

The parent education role for Grand Forks County is 80% of the position, and the Region 4 coordination is 20% of the position. This position is based in the Grand Forks County office of NDSU Extension, which is located in Grand Forks, ND. Supervision for this position is provided by the Extension District Director serving the East District.

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

**Educate**
- Teach, deliver and evaluate parent education programs to adult audiences. Successful Extension programs will require you to:
  - Conduct needs assessment and issues identification that result in programs based on the needs of citizens in the Region 4 counties.
  - Provide teaching and coordination for evidence-based programs to parents, primary caregivers, child care providers and other related groups to strengthen their knowledge and skills of positive parenting practices.
  - Assist Extension specialists in designing appropriate programs and curriculum to evolve with the needs of the counties and relevant professional research in the field.
  - Interpret and integrate pertinent research information into educational programs.
  - Maintain parenting programs that comply with the Child Abuse Prevention guidelines as provided in the Department of Human Services grant to all Parent and Family Resource Centers in North Dakota.
  - Evaluate and market the impact of educational programs delivered.

- Develop a broad-based marketing campaign that enhances public awareness of the importance of parenting and available programs and services.
- Develop and implement volunteer and parent educator recruitment, training, and management systems.
- Cultivate a strong relationship with multiple media outlets and resources.
- Participate in professional development experiences offered by NDSU Extension and other entities as appropriate.

**Collaborate and Facilitate**
- Cooperate and collaborate with local, county and state agencies, organizations and businesses to enhance parenting education program opportunities, and utilize stakeholder input to formulate program plans.
- Collaborate with NDSU professionals to develop interdisciplinary programs, some of which will be delivered on a program team basis.
- Identify and reduce barriers to program participation including location, transportation and childcare.

**Other**
- Ensure compliance with equal opportunity policies
- Perform other duties assigned in support of Extension programming.
- Travel required.
- Evening and some weekend hours are required.

**Behavioral expectations include:**
- Work ethically, with integrity, and respect confidentiality.
- Contribute to a healthy environment of cooperative, supportive and positive working relationships with co-workers and clients.
- Resolve differences constructively by using tact and courtesy.
- Use effective time management and prioritization skills with multiple demands on time and resources.
- Be prepared and prompt in attendance for work and meetings and be fully engaged.
- Exhibit positive attitude, image and personal motivation. Be a professional at all times.
- Be an active learner to keep relevant with new teaching strategies, advances in the professional field, technology, news and with related research.
- Communicate effectively, both orally and in writing, with individuals, groups and through mass media.
- Be an effective relationship-builder with community members (including county leaders, organizations), NDSU Extension employees, peers and supervisor.
- Be self-directed with little supervision in the work environment.

**Minimum Qualifications**
1. Bachelor’s degree, by the start date, in Human Development and Family Science, Counseling, Social Work, Education or a discipline related to the responsibilities of the position
2. Knowledge and expertise in a related discipline for the position
3. Teaching experience
4. Facilitation and collaboration experience
5. Program development and educational design skills to assess needs and issues, and to develop, deliver, evaluate and disseminate outcomes of comprehensive learning experiences
6. Ability to travel to northeast North Dakota counties for training and meetings relevant to the position
7. Valid driver’s license
8. Ability to work flexible hours including evening and weekend work activities, programs and events
9. Effective oral and written communication skills

**Preferred Qualifications**
1. Master’s degree in related field
2. Recent professional work in the area of parent education
3. Recent Extension Service experience
4. Familiarity and/or experience with diverse backgrounds including ethnic and socioeconomic audiences
5. Professional certification in teaching, counseling or related discipline
6. Familiarity with northeast 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, 701-231-7708, ndsu.eoaa.ndsu.edu. This publication will be made available in alternative formats for people with disabilities upon request, 701-231-7881.

**Salary:** $44,200. Annual salary is $41,200 and Master’s level minimum salary is $44,200.

**Benefits:** Include retirement plan and full coverage for family health insurance.

**Location:** Grand Forks, ND

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