Position Information

The Extension Agent will work collaboratively with a team of Extension agents, research professionals, national urban peers, Cass County organizations and leaders, and volunteers to provide science-based education and innovative urban leadership for Cass County initiatives. The person in this position will use the National Urban Extension focus areas (http://www.nucleaction.org/focus-areas) to identify needs in the urban communities of Cass County that require additional collective impact to achieve shared goals.

This is a full-time position based in the Cass County Office of NDSU Extension. The office is located in Fargo, ND. Supervision is provided by the Extension District Director serving Cass County.

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

Educate

1. Partnerships with Extension, community members, and local organizations to address community needs.
2. Utilize best practices and research to develop educational programs.
3. Collaborate with colleagues to design and develop educational programs.
4. Provide leadership for efforts that harmonize urban and rural populations. This could include local food production and promotion, broadening the connection between urban and rural agriculture, strengthening economic development with education to help youth and adults with job training, community engagement, and leadership development, farmer’s market growth and food insecurity issues, and needs for workforce development.

Collaborate and Facilitate

1. Effectively build multidisciplinary and multijurisdictional relationships, collaborate with local, county, and state agencies, organizations, and businesses, community members, the office team, Extension professionals, and local decision makers to access needs and shared visions of improvement for the urban settings within Cass County.
2. Provide leadership for efforts that harmonizes urban and rural populations in joint and individual community improvement efforts.
3. Collaborate with the local office team to contribute to a high quality 4-H youth development program within safe, supportive environments for youth and volunteers. Specific attention dedicated to populations not traditionally engaged in youth development that exhibit high needs.
4. Collaborate with colleagues to recruit, train, develop and manage volunteers to enhance and multiply programming efforts.

Other

1. Participate in urban-focused professional development experiences as well as others offered by the NDSU Extension and other entities as appropriate.
2. Ensure compliance with equal opportunity policies.
3. Be an active learner to keep relevant with new teaching strategies, advances in the professional field, technology, news and with related research.
4. Be self-directed and work with minimal supervision.
5. Some weekend and evening work is required.
6. Travel within the county and district and occasional travel outside the district is required.
7. Overnight trips will also be required on occasion for meetings, 4-H youth development activities, and professional development.
8. Perform other duties as assigned in support of Extension programming.
9. Fulfill duties and expectations if assigned the county coordinator.

Behavioral expectations include:

1. Work ethically, with integrity, and respect confidentiality.
2. Contribute to an environment of cooperative, supportive and positive working relationships with co-workers and clients.
3. Resolve differences constructively. Use tact and courtesy at all times.
4. Exhibit positive attitude, image and personal motivation at all times. Be an engaged professional.
5. Use effective time management.

Minimum Qualifications

1. Bachelor’s degree in public health, public administration, communication, education, nutrition, community development, leadership or closely related field.
2. Demonstrated experience in establishing, building, and sustaining partnerships and collaborations.
3. Demonstrated knowledge in implementing innovative educational approaches to promote policy, system, and environmental changes.
4. Advanced computer skills including the ability to use Microsoft office programs such as Word, Excel, and PowerPoint.
5. Ability to use technology for communication, information finding, program delivery, and reporting.
6. Ability to communicate effectively, both orally and in writing, with individuals, groups and through mass media.
7. Ability to conduct oneself professionally, be self-directed in the work environment and work flexible and extended hours.
8. 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.
10. Valid driver’s license.

Preferred Qualifications

1. Master’s degree in public health, public administration, communication, Extension, education or closely related discipline.
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.
8. Grant-writing experience.
9. Familiarity with North Dakota urban areas or similar urban communities.