Position Information

The Extension Agent will work collaboratively with a team of Extension and research professionals and volunteers to provide innovative leadership for the Burleigh County Extension 4-H youth development program. The primary duty is to teach and evaluate educational programs with a measurable impact on enhancing the life skills of youth, adults and volunteers. Supervision is provided by the Extension District Director serving Burleigh County.

This is a full-time position planning and delivering educational programs in Burleigh County and when appropriate, programming cooperatively in neighboring counties. This position is based in the Burleigh County office of NDSU Extension, which is located in Bismarck, ND.

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

Educate
• Teach, deliver and evaluate programs in 4-H youth development. 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 to 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 and use multiple media outlets and resources.
  - Conduct, evaluate and conclude 4-H youth development experiences using the club and camping delivery methods in partnership with community organizations.
• Provide community and leadership development education related to the 4-H youth development program.
• Participate in professional development experiences offered by NDSU Extension and other entities, as appropriate.
• Seek support for youth horticultural programming in cooperation with ANR agent.
• Cultivate a strong relationship with and use multiple media outlets and resources to market programs and impacts.
• Develop and implement volunteer recruitment and provide training and management systems. This would include working with the 4-H council, 4-H adult volunteers, master gardeners and other groups.

Collaborate and Facilitate
• Cooperate and collaborate with local, county and state agencies, organizations and businesses to enhance 4-H youth development programming opportunities.
• 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, State Board of Agricultural Research and Education 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 all equal opportunity policies.
• Be an active learner to keep relevant with new teaching strategies, advances in the professional field, technology, news and with related 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.
• Perform other duties as assigned in support of Extension programming.
• Fill all duties and expectations if assigned by county coordinator.

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 clientele.
• 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 a positive attitude, image and personal motivation. Be a professional at all times.
• Commitment to professional development.

Minimum Qualifications
1. Bachelor's degree in education, communication, youth development or related discipline appropriate to the position required by date of hire 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 backgrounds, and a commitment to the principles of diversity.
8. Valid driver's license.

Preferred Qualifications
1. Master's degree in discipline appropriate to the position description.
2. Extension experience in 4-H youth development or applicable professional experience.
3. Volunteer recruitment and management experience.
4. Teaching experience in a formal or informal setting.
5. Ability to design, promote, implement and evaluate educational programs.
6. Leadership skills as demonstrated by roles in college, career and/or community activities.
7. Experience with problem solving, conflict management and/or relationship building.
8. Public relations experience with mass media (TV, Internet, radio, newspapers).