Position Information

The Extension Agent will work collaboratively with a team of Extension and research professionals and volunteers to provide innovative leadership for the Foster County Extension 4-H youth development and agriculture and natural resources program. The primary duty is to teach educational programs in agronomy/cropping systems, soil health, horticulture, farm business management/crop marketing, livestock, community economic development and leadership and 4-H youth development to adult and youth audiences. Supervision is provided by the Extension District Director serving Foster County.

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

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

### Educate
- Teach, deliver, and evaluate programs in 4-H youth development, agronomy/cropping systems, soil health, horticulture, farm business management/crop marketing, and livestock for adult and youth audiences. 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.
  - Lead the development and delivery of local 4-H youth development programs.
  - Provide community and economic development education relating to 4-H youth development and agriculture and natural resources.
  - Participate in professional development experiences offered by NDSU Extension and other entities as appropriate.

### Collaborate and Facilitate
- Coordinate and collaborate with local, county and state agencies, organizations and businesses to enhance local 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 (commissioners, legislators, SBARE members, etc.).
- Collaborate closely with the Carrington Research Extension Center (CREC) to assist in dissemination of information and research results. This includes leading the development and delivery of professional development for other extension agents based on CREC research results.
- 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.
- Develop and implement volunteer recruitment, and provide training and management systems for 4-H youth development volunteers and others. This may include working with Foster County Crop Improvement Association, 4-H Council and serving as secretary of the Foster County Fair Board.

### 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.
- Some weekend and evening work is required.
- Travel within the county and district and occasional travel outside of the district is required.
- Overnight 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. Promote a healthy work environment and support everyone’s efforts to succeed.
- Resolve differences constructively. Use tact and courtesy at all times.
- Use effective time management. Be prompt in attendance for work and meetings and be fully engaged.
- Exhibit positive attitude, image and personal motivation. Be a professional at all times.

### Minimum Qualifications

1. Bachelor's degree in crop and weed science, soil science, agricultural economics, animal science, horticulture, or closely related field, 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, peers, 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 support extended hours.
7. Familiarity with various ethical 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 an agricultural or horticultural related field.
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. Demonstrated experience with cropping systems in Central North Dakota.