Lead dynamic agriculture and natural resources Extension programs in Pembina County, North Dakota

Position Information
The Extension Agent will work collaboratively with a team of Extension and research professionals and county residents and leaders to provide innovative leadership for the Pembina County Extension agriculture and natural resources program and 4-H youth development. Supervision is provided by the Extension District Director serving Pembina County. This is a full-time position serving Pembina County and when appropriate, programming cooperatively in neighboring counties and for statewide needs. This position is based in the NDSU Extension-Pembina County office located in Cavalier, ND. This position includes, but is not limited to, the following responsibilities:

Educate
• Teach, deliver, and evaluate programs in horticulture, agronomy/cropping systems, farm business management, crop marketing, livestock production/management, economic development, community and leadership development, and 4-H youth development 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 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 multiple media outlets to market programs and share impacts.
• Participate in professional development experiences offered by the NDSU Extension and other entities as appropriate.
• Provide educational leadership and assistance in multi-county, regional and state activities in agricultural and natural resources and 4-H youth development.

Collaborate and Facilitate
• Develop strong working relationships with local Extension staff, state specialists, county fair committees/boards, community leaders and agencies, and agricultural and related industry partners to enhance agriculture and natural resources programming and 4-H youth development opportunities.
• Be an effective relationship-builder with community members, program partners, office team and local decision makers (commissioners, legislators, SBARE 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.
• Develop and implement volunteer recruitment and provide training and management systems for 4-H youth development volunteers and others.

Other
• Ensure compliance with 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.
• Overnight trips will also be required on occasion for meetings, 4-H/youth development activities, and professional development.
• Perform other duties as assigned in support of Extension programming.
• Fulfill all duties and expectations if assigned county coordinator role.

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.
• Communicate 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 agronomy, agricultural economics, animal science, crop science, production agriculture, agribusiness, agriculture communication, or agricultural education for 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.

Please explain in your cover letter how you meet each of the qualifications.

Preferred Qualifications
1. Master's degree in agronomy, agricultural economics, crop science, production agriculture, agribusiness, education, or other 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. Demonstrated experience in local cropping and farming practices, or knowledge of agriculture issues in northeast North Dakota.

Please explain in your cover letter if and how you meet any of the preferred qualifications.

Position: Full-time
Salary: Commensurate with education and experiences. Bachelor's level minimum salary is $43,000 and Master's level minimum salary is $48,000.

Benefits include retirement plan and full coverage for family health insurance.

Location: Cavalier, ND

To apply
• Visit https://jobs.ndsu.edu/
• create an account
• search for opening #1901208
• create and submit your application when prompted

Screening will begin Sept. 19, 2019

Direct questions to:
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District Director
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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, or status as a qualified individual with disabilities under applicable law. Direct inquiries to Vice Provost for Title IX/ADA Coordinator, Old Main 201, NDSU Main Campus, 701-231-7881, ndsu.eeo@ndsu.edu. This publication will be made available in alternative formats for people with disabilities upon request, 701-231-7881.

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