Lead dynamic agriculture, natural resources and 4-H youth development Extension programs for Fort Berthold, North Dakota

Position Information
The Extension Agent will work collaboratively with a team of Extension professionals, tribal members, local stakeholders and leaders to empower Fort Berthold residents to improve their lives and communities through science-based education. This is a full-time position planning and delivering educational programs on Fort Berthold Reservation and, when appropriate, programming cooperatively in neighboring counties. This position includes a mix of responsibilities related to 4-H youth development and agriculture and natural resources programming. The position is based in the NDSU Extension Fort Berthold office, which is located in New Town, ND. This position includes, but is not limited to, the following responsibilities:

**Educate**
- Lead and manage the full range of 4-H youth development programs, including clubs, after school programs, educational experiences, and camps. Work will focus on expanding access to 4-H programming by Native American youth. Increasing skills in traditional arts and crafts, leadership development, improving youth knowledge of gardening and the environment, and increasing youth awareness of nutrition and making healthy choices.
- Develop and deliver educational programs to adult and youth audiences relating to horticulture, agriculture, and natural resources. Programming will focus on gardening, Native agriculture, pest management and other local needs.
- Provide technical assistance and information in the areas of crop, livestock, and horticulture based on local needs and expectations.

**Collaborate and Facilitate**
- Build and maintain strong working relationships with community members, tribal leaders, schools, agencies/organizations, industry, and fellow Extension staff to leverage resources, assess Extension programming needs, and ensure that programs are delivered in a culturally relevant manner.
- Recruit, train, and equip local volunteers, including 4-H volunteers, Master Gardeners, and community elders, to develop and deliver local Extension programming and serve as role models for youth in 4-H programs.
- Collaborate with Nueta Hidatsa Sahnish College as a partner land-grant institution to deliver programs and provide science-based information to Fort Berthold residents.

**Other**
- Manage grant dollars under the Federally Recognized Tribal Extension Program (FRTEP), including preparing grant applications, submitting reports, and tracking expenditures.
- Participate in professional development experiences offered by the NDSU Extension and other entities as appropriate.
- Be self-directed with minimal supervision.
- Some weekend and evening work is required.
- Travel within Fort Berthold and the district is required. Overnight trips will be required on occasion for meetings. 4-H youth development activities, and professional development.
- Be an active learner to keep relevant with new teaching strategies, advances in the professional development field, technology, news and with related research.
- Perform other duties assigned in support of Extension programming.

Minimum Qualifications
1. Bachelor's degree in a discipline related to the responsibilities of the 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 (Word, Excel, and PowerPoint).
4. Ability to communicate effectively, both orally and in writing, with individuals, groups and through mass media.
5. Ability to conduct oneself professionally, be self-directed in the work environment, and work flexible and extended hours.
6. 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.
7. Valid driver's license.

Preferred Qualifications
1. Master's degree in a related field.
2. Experience recruiting and managing volunteers.
3. Experience in designing and delivering educational programs, particularly to Native American audiences.
4. Recent Extension work experience.
5. Working knowledge of and experience with 4-H and/or other youth programs.
6. Demonstrated experience with agriculture and horticulture in western North Dakota.