Position: Full-time
(32-40 hours per week)

Salary: Commensurate with qualifications 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: Mandan, ND

To apply:
• Visit https://jobs.ndsu.edu/
• create an account
• search for opening #1901263
• create and submit your application when prompted

Screening will begin
November 13, 2019

Direct questions to:
Jim Gray
District Director
701-328-9716
jim.gray@ndsu.edu

Position Information
The Extension Parent Educator will work collaboratively with a team of parent educators and other Extension professionals to provide program leadership in parenting education. Some travel required. This position will receive direct supervision from the West District Extension Director.

This is a .80 to 1 FTE benefitted position (32 to 40 hours a week), with local funding currently supported through NDSU Extension, Morton County government, and grant dollars through the North Dakota Department of Human Services and other sources. This position covers Region 7 of the North Dakota Parent Education Network including the geographic territory of Burleigh, Emmons, Grant, Kidder, McLean, Mercer, Morton, Oliver, Sheridan, and Sioux Counties. Office base for this position is the Morton County Office of NDSU Extension located in Mandan, North Dakota.

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

Educate
• Teaches, delivers and evaluates parent education programs to adult audiences. Successful Extension programs will require you to:
  - Conduct needs assessment and issues identification that result in programs based on the needs of the county.
  - Provide teaching and coordination for evidence-based programs to parents, primary caregivers, childcare providers and other related groups to strengthen their knowledge and skills of positive parenting practices.
  - Assist Extension specialists in designing appropriate programs and curriculum to evolve with the needs of the counties and relevant professional research in the field.
  - Interpret and integrate pertinent research findings into educational programs.
  - Evaluate and market the impact of educational programs delivered.
  - Participate in professional development experiences offered by NDSU Extension and other entities as appropriate.

Collaborate and Facilitate
• Collaborate with NDSU professionals to develop interdisciplinary programs, some of which will be delivered on a program team basis.
• Identify and reduce barriers to program participation including location, transportation and childcare.
• Maintain parenting programs that comply with the Child Abuse Prevention guidelines as provided in the Department of Human Services grant to all Parent and Family Resource Centers in North Dakota.
• Develop a broad-based marketing campaign that enhances public awareness of the importance of parenting and available programs and services.
• Develop and implement facilitator recruitment, training and management systems.

Other
• Oversee budget.
• 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.
• Perform other duties as 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 clients.
• Resolve 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 human development and family science, family consumer sciences education, education, or a 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, 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.

Preferred Qualifications
1. Master’s degree in related field human development and family science field
2. Experience recruiting and managing volunteers
3. Experience in designing and delivering educational programs
4. Experience disseminating information through social and mass media
5. Recent Extension work experience
6. Professional work in the area of parent education