



Extension Parent Educator/ Cass County

<https://jobs.ndsu.edu/>
Opening #140067

**Provide dynamic program leadership in parenting education for
Extension programs in Cass County, North Dakota**

NDSU EXTENSION
SERVICE

Position: Full-time

Salary: Commensurate with
experience

Benefits include retirement
plan and full coverage for family
health insurance

Location: Fargo, ND

To apply

- Visit <https://jobs.ndsu.edu/>
- create an account
- search for opening #140067
- create and submit your
application when prompted

Screening will begin

March 26, 2014

Direct questions to:

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District Director

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*This position is exempt from
North Dakota Veterans'
Preference requirement.*

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Diversity and Global Outreach, 205 Old Main, (701)
231-7708. This publication will be made available in
alternative formats for people with disabilities upon
request, (701) 231-7881.

Position Information

The Extension Parent Educator will work collaboratively with a team of Extension professionals, parent educators and volunteers to provide dynamic program leadership in parenting education. Some travel required. This position will receive direct supervision from the Southeast District director.

This is a full-time position with local funding currently supported through Cass County government, the NDSU Extension Service and grant dollars through the North Dakota Department of Human Services and other sources. This position covers Region 5 of the North Dakota Parent Education Network including the geographic territory of Cass, Ransom, Richland, Sargent, Steele and Traill counties.

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

- Provide organized, planned efforts designed to assist parents or primary caregivers to strengthen their knowledge and skills, and enhance understanding and performance of positive parenting practices.
- Provide program leadership, interpret and integrate information, and teach in fields related to consumer science with a specialization in the area of parenting education.
- Maintain parenting programs that comply with the Child Abuse Prevention guidelines as provided in the Department of Human Services grant to all Parent Resource Centers in North Dakota.
- Conduct needs and issues identification processes that result in programs based on the needs of parents and youth in southeast North Dakota.
- Build partnerships and collaborate with local organizations, governmental units, businesses and others to provide a comprehensive program in parenting education.
- Identify, secure and manage external funding for continued program development. Conduct grant proposal development and administration related to this program area.
- Develop a broad-based campaign that enhances public awareness of the importance of parenting and available programs and services.
- Develop and implement volunteer and parent educator recruitment, training and management systems related to parenting education.
- Assure compliance with equal opportunity and civil rights policies.
- Perform other assigned duties in support of Extension programming.
- For full description, visit <https://jobs.ndsu.edu/>

Minimum Qualifications

- Bachelor's degree in Human Development Family Science, Family Consumer Sciences Education, or related field such as Social Work, Counseling.
- Skills that demonstrate knowledge and expertise in one or more of these disciplines and the understanding necessary to communicate the knowledge and its application to other disciplines.
- Program development, educational design skills, and information and education technology skills necessary to assess needs and issues, and develop, deliver and evaluate comprehensive learning experiences to youth and adult audiences.
- The ability to work and communicate effectively, manage time and resources, and enhance one's ability to find, evaluate and disseminate information.
- Communication skills in listening, developing and conveying a clear, concise message appropriate for the audience and for working effectively with others.
- Organizational management skills including the ability to conduct oneself professionally, be self-directed in the work environment, work flexible and extended hours and manage time and resources (including grant-writing) to efficiently accomplish the duties of the position.
- 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.
- Valid driver's license.

Preferred Qualifications

- Master's degree in Human Development and Family Science field.
- Recent Extension Service experience.
- Recent professional work in the area of parenting education.
- Knowledge of Cass, Ransom, Richland, Sargent, Steele and Traill counties and existing community services.