Position Information

The Extension Program Coordinator will work collaboratively with a team of Extension and research professionals and volunteers to provide innovative leadership for the North Dakota Soil Conservation State Board and the North Dakota Soil and Water Leadership Academy. The primary duties of this full time position include the management, facilitation and leadership of these two programs. The position will be based in Bismarck or Fargo, North Dakota.

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

**Soil and Water Leadership Education (50%)**
- Provide leadership in the creation and delivery of innovative learning experiences for soil and water leadership program initiatives to watershed coordinators, watershed advisory groups, Soil Conservation District boards and others working on water-related issues.
- Conduct needs assessment and issues identification that result in program curricula based on the needs of those working on water-related issues.
- Interpret and integrate pertinent research information into the watershed leadership educational programs.
- Evaluate and market the impact of the educational programs delivered.
- Cultivate a relationship and use media outlets and resources.
- Cooperate and collaborate with local, county and state agencies and organizations to enhance other Extension community and leadership development programming opportunities.
- Coordinate online training program for SCD supervisors.

**State and District Soil Conservation Management (50%)**
- Assist the committee with budget planning for the SCD Assistance Program and communicate funding allocations to local SCD's.
- Coordinate and schedule committee meetings in consultation with the chair, including developing and organizing meeting materials, distributing agenda, keeping minutes and maintaining other records related to Committee meetings.
- Complete annual sand and gravel surface mining report.
- Assist SCD's in developing policy guidelines for operating and employees.
- Monitor State Soil Conservation District assistance program.
- Provide oversight for the record keeping and disbursement of funds to local Soil Conservation District boards.
- Assist the State Board in the annual budget process.
- Develop, monitor and maintain contracts with vendors, contractors and services providers in accordance with North Dakota law.
- Provide oversight for SCD elections held every other year.

**Other**
- Assist colleagues, partners and volunteers to provide innovative leadership for the North Dakota Soil Conservation State Board and the North Dakota Soil and Water Leadership Academy. The primary duties of this full time position include the management, facilitation and leadership of these two programs. The position will be based in Bismarck or Fargo, North Dakota.

**Minimum Qualifications**

1. Bachelor’s degree, by start date, in a discipline related to the responsibilities of the position, with the academic capacity to enroll in a relevant graduate program in the future.
2. Skills that demonstrate knowledge and expertise in leadership development, community development, communication, natural resources management or other related fields and the understanding necessary to effectively communicate the knowledge and application to other disciplines.
3. The ability to develop and maintain effective working relationships with colleagues, partners and stakeholders.
4. Basic computer skills and ability to use Microsoft office programs (Word, Excel and PowerPoint).
5. Ability to communicate effectively, both orally and in writing, with individuals, groups and through mass media.
6. Organizational management skills including the ability to conduct oneself professionally, be self-directed in the work environment, work flexible and extended hours, extended travel required and manage time and resources (including grant writing) to efficiently accomplish the duties of the position.
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 a relevant field.
2. Recent Extension Service work experience.
3. Experience designing and delivering educational programs.
4. Experience designing and delivering educational programs.

Position: Full-time
Salary: Commensurate with qualifications and experiences
Benefits include retirement plan and full coverage for family health insurance
Location: Bismarck or Fargo, ND

To apply
- Visit https://jobs.ndsu.edu/
- create an account
- search for opening #2001403
- create and submit your application when prompted

Screening will begin
March 17, 2020

Direct questions to:
Lynette Flage
District Director
701-231-7782
lynette.flage@ndsu.edu