Position: Full-time
Salary: Commensurate with education and experience
Bachelor’s level minimum salary is $41,200 and Master’s level minimum salary is $44,200.

Benefits include retirement plan and full coverage for family health insurance

Location: Towner, ND

To apply
• Visit https://jobs.ndsu.edu/
• create an account
• search for opening #1900999
• create and submit your application when prompted

Screening will begin
March 26, 2019

Direct questions to:
Ron Wiederholt
District Director
701-652-2951
ron.wiederholt@ndsu.edu

Position Information
The Extension Agent will work collaboratively with a team of Extension and research professionals and volunteers to provide innovative leadership for the McHenry County Extension family and community wellness program. The primary duty is to teach educational programs in nutrition, health and wellness, human development and family science, personal and family finance, community and leadership development and 4-H youth development to adult and youth audiences. Supervision is provided by the Extension District Director serving McHenry County.

This is a full-time position planning and delivering educational programs in McHenry County and when appropriate, programming cooperatively in neighboring counties. This position is based in the McHenry County office of NDSU Extension, which is located in Towner, ND.

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

Educate
• Teach, deliver, and evaluate programs in nutrition, health and wellness, human development and family science, personal and family finance and 4-H youth development to 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 and use multiple media outlets and resources to market programs and impacts.
• Provide community and leadership development education related to the family and consumer sciences program.
• Participate in professional development experiences offered by the NDSU Extension and other entities as appropriate.

Collaborate and Facilitate
• Cooperate and collaborate with local, county and state agencies, organizations and businesses to enhance family and consumer sciences leadership and programming opportunities, and utilize stakeholder input to formulate program plans to address issues that affect people throughout their life span.
• 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 and 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.
• Oversight 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.

Behavioral expectations include:
• Work ethically, with integrity, and respect confidentiality.
• Contribute to a positive 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. Be an engaged professional at all times.
• Use effective time management.

Minimum Qualifications
1. Bachelor’s degree in a related field such as human development, family and consumer sciences, education, health and nutrition, gerontology, etc. with the academic capacity to 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 human development, psychology, family and consumer sciences, education, gerontology or health and nutrition.
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.

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 any other legally protected status.

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