Position: Full-time
Salary: Commensurate with education 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: Park River, ND

To apply
• Visit https://jobs.ndsu.edu/
• create an account
• search for opening #2001368
• create and submit your application when prompted

Screening will begin
February 3, 2020

Direct questions to:
Kim Rulfisson
District Director
701-780-8229
kimberly.rulfisson@ndsu.edu

Position Information
Extension Agent will work collaboratively with a team of Extension and research professionals and county residents and leaders to provide education, collaboration and facilitation of the 4-H youth development and family and community wellness and programs in Walsh County. Supervision is provided by the Extension District Director serving Walsh County. This is a full-time position serving Walsh County and when appropriate, programming cooperatively in neighboring counties and for statewide needs. This position is based in the NDSU Extension-Walsh County office, located in Park River, ND.

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

Education
- Plan, coordinate, implement and evaluate the 4-H and youth development program in Walsh County.
- Develop and enhance an effective family and community wellness program that supports the growth and development of healthy, sustainable communities, families and individuals. Programming may include adult development and aging, family and community health, wellness and nutrition.
- 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.
- Participate in professional development experiences offered by the NDSU Extension and other entities as appropriate.
- Provide educational leadership and assistance in multicounty, regional and state activities in agricultural and natural resources and 4-H and youth development.

Collaborate and Facilitate
- Develop strong working relationships with local Extension staff, state specialists, county fair committees/boards, local schools, community leaders and agencies to enhance local youth development, and family and community wellness programming.
- 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, 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.

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.
- Overnight 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 duties.

Minimum Qualifications
1. Bachelor’s degree in youth development, human development, family and consumer sciences, education, health and nutrition, gerontology, or related field for position with the academic capacity to successfully enroll in a relevant graduate program in the future.
2. Working knowledge of and experience with 4-H youth programs.
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 such as Word, Excel, and PowerPoint.
5. Ability to use technology for communication, information finding, program delivery, and reporting.
6. Ability to communicate effectively, both orally and in writing, with individuals, groups and through mass media.
7. Ability to conduct oneself professionally, be self-directed in the work environment and work flexible and extended hours.
8. 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.
9. Valid driver’s license.

Please explain in your cover letter if and how you meet any of the preferred qualifications.

Preferred Qualifications
1. Master’s degree education, youth/human development, family and consumer sciences, health and nutrition field or other closely related field.
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.

Please explain in your cover letter if and how you meet any of the preferred qualifications.