Provide dynamic program leadership in parenting education for Extension programs in north central North Dakota

**Position Information**

The Extension Parent Educator will work collaboratively with a team of Extension, research professionals, county residents, and leaders to provide science-informed education, collaboration and facilitation in parent education programming in Benson, Towner, Cavalier, Ramsey, Rolette, and Eddy counties.

This grant-funded temporary (ending June 30, 2025) position is 0.8 FTE and based in the NDSU Extension-Benson County office located in Minnewaukan, ND. Supervision is provided by the district director serving Benson County.

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

**Educate**
- Deliver and evaluate parent education programs to adult audiences. Successful Extension programs will require you to:
  - Conduct needs assessment and issue identification that result in programs based on the needs of the counties.
  - Provide in-person and virtual 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 information into educational programs.
  - Evaluate and market the impact of educational programs delivered.

**Collaborate and Facilitate**
- Cooperate and collaborate with local, county and state agencies, organizations and businesses to enhance parenting education opportunities.
- Coordinate site logistics, review and evaluate educational programs.
- Hire and oversee facilitators to teach, deliver and evaluate evidence-based parent education programs to adult audiences that include parents, primary caregivers and other related groups.
- Identify and reduce barriers to program participation including location, transportation and childcare.
- Maintain parent programs that comply with the Child Abuse Prevention guidelines as provided by the Department of Human Services to the Parent Education Network.
- Develop a broad-based marketing campaign that enhances public awareness of the importance of parenting and available programs and services.
  - Provide parenting information within the Parent Education Network with focus on the geographic territory of Benson, Towner, Cavalier, Ramsey, Rolette, and Eddy counties.
  - Develop and implement facilitator recruitment, training and management systems.
  - Be self-directed with minimal supervision in the work environment.
  - Be an active learner to keep relevant with new teaching strategies, advances in the professional field, technology, news and related research.

**Other**
- Oversee parent education programming budget.
- Ensure compliance with federal, tribal, state, and local law, policies and procedures including Civil Rights, youth protection and NDSU Human Resources.
- Be an active learner to keep relevant with new teaching strategies, advances in the professional field, technology, news and related research.
- Be self-directed with minimal supervision in the work environment.
- Some weekend and evening work is required.
- Travel within the specified counties and occasional travel outside the counties is required.
- Overnight trips are required on occasion for meetings and professional development.

**Behavioral expectations include:**
- Represent NDSU Extension in a manner that reflects well on yourself, other Extension employees and Extension as a whole.
- Work ethically, with integrity and respect confidentiality.
- Contribute to an environment of cooperative, supportive and positive working relationships with co-workers and clientele.
- Resolve differences constructively. Use tact and courtesy at all times.
- Use effective time management.
- Exhibit positive attitude, image, personal motivation and professionalism.

**Minimum Qualifications**
1. Bachelor’s degree in Human Development and Family Science, Counseling, Social Work, Education or a discipline related to the responsibilities of the position
2. The ability to develop and maintain effective working relationships with colleagues, partners, and stakeholders
3. Valid driver’s license and access to a vehicle
4. Basic computer skills and ability to use Zoom and Microsoft office programs such as Word, Excel, and PowerPoint
5. Ability to work flexible hours including evening and weekend work activities, programs and events
6. Ability to communicate effectively, both orally and in writing, with individuals, groups and through mass media
7. Familiarity with various ethnic and socioeconomic audiences, an interest and ability to work with people of diverse background and to a commitment to the principles of diversity
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**Preferred Qualifications**
1. Master’s degree in related field
2. Recent professional work in the area of parent education
3. Formal or informal teaching, facilitation and collaboration experience
4. Recent Extension experience
5. Program development and educational design skills to assess needs and issues and to develop, deliver, evaluate and disseminate outcomes of comprehensive learning experiences

**Position:** 0.8 FTE  
(32 hours per week)  

**Salary:** Commensurate with qualifications and experiences  

**Benefits** include retirement plan and full coverage for family health insurance  

**Location:** Minnewaukan, ND  

**To apply:**  
• Visit https://www.ndsu.edu/employment/joblist  
• Search for Posting ID #2937060

**Screening will begin**  
Open Until Filled

**Direct questions to:**  
Dena Kemmet  
District Director  
701-328-9731  
dena.kemmet@ndsu.edu

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