Lead dynamic leadership and civic engagement, and 4-H Extension programs in Cass County, North Dakota

Position Information
The Extension agent will work collaboratively with a team of Extension, research professionals, county residents and leaders to provide science-informed education, collaboration and facilitation for leadership and civic engagement and 4-H programs in Cass County.

This is a full-time position serving Cass County, specifically Fargo, West Fargo and Horace. This position is based in the NDSU Extension-Cass County office located in Fargo, ND. Supervision is provided by the Extension district director serving Cass County.

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

Educate
- Develop, teach, deliver and evaluate programs for an effective Extension urban community programs which supports FCW educational programming in leadership and civic engagement and 4-H youth development to youth and adults.
- Successful Extension programs require agents to:
  - Conduct needs assessment and issue identification that result in programs based on the needs of urban residents.
  - Interpret and integrate pertinent research information into educational programs.
  - Develop expertise in subject matter competency area(s).
  - Plan, implement, deliver and evaluate educational programs.
  - Market and share impact of programming through mass and social media.
- Programming will include direct education and policy, system and environmental change (PSE) work to improve urban communities, the people living in them and the organizations operating within them.
- Partner with local, state and national organizations, committees and stakeholders.
  - Identify place-based solutions that are responsive to leadership and civic engagement-related issues.
  - Foster policy, systems and environmental changes to support strong community environments.
  - Attract new and diverse audiences to programming efforts.

Collaborate
- Develop strong working relationships with local Extension staff, state specialists, community leaders, media, local coalitions and industry to enhance leadership and civic engagement programming for adults and youth.
- Collaborate with county and state teams to plan, coordinate, implement and evaluate the 4-H youth development program and ensure a safe, supportive environment for youth and volunteers.

Other
- Ensure compliance with federal, tribal, state, 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 county and occasional travel outside the county is required.
- Oversight trips are required on occasion for meetings, educational programming and professional development.
- Perform other duties as assigned in support of Extension programming.

Behavioral expectations include:
- Attract new and diverse audiences to programming efforts.
- Foster policy, systems and environmental changes to support strong community environments.
- Attract new and diverse audiences to programming efforts.
- Identify place-based solutions that are responsive to leadership and civic engagement-related issues.
- Conduct activities that result in programs based on the needs of urban residents.
- Plan, implement, deliver and evaluate educational programs.
- Market and share impact of programming through mass and social media.
- Ensure compliance with federal, tribal, state, 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 county and occasional travel outside the county is required.
- Oversight trips are required on occasion for meetings, educational programming and professional development.
- Perform other duties as assigned in support of Extension programming.

Minimum Qualifications
1. Bachelor’s degree related to responsibilities for the position.
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 communicate effectively, both orally and in writing, with individuals, groups and through mass media.
5. Ability to conduct oneself professionally, be self-directed in the work environment and work flexible and extended hours.
6. Ability to use technology for communication, information finding, program delivery, and reporting.
7. Familiarity with various ethnic and socioeconomic audiences, an interest and ability to work with people of diverse backgrounds.
8. Valid driver’s license.

Preferred Qualifications
1. Master’s degree related to responsibilities for the position.
2. Recent Extension work experience.
3. Demonstrated work experience to identify, plan and implement programs in leadership and civic engagement.
4. Networking relationships pertinent to the position in Cass County.