Position Announcement

Extension Educator – Consumer Horticulture & Nutrition Program Supervisor

District 4, Iosco County

BASIC FUNCTION/RESPONSIBILITY

As part of MSU Extension (MSUE) and the Health & Nutrition (HNI) and Agriculture & AgriBusiness Institutes, this position provides expertise in nutrition educational programs by conducting programming and leading, managing and supervising MSU Extension paraprofessional staff in their programming efforts as they relate to the Supplemental Nutrition Assistance Program (SNAP-Ed) and increasing health and nutrition through gardening. This position provides leadership for the planning, development, and delivery of educational programs for home gardeners, including the Extension Master Gardener Program, in cooperation with the Consumer Horticulture work team. As a supervisor, this position ensures that the needs and goals of the Institutes, MSU Extension and grantors are being met; works with staff to ensure that programming with individuals and community groups meets the needs of the clientele and is in alignment with funder and/or MSU Extension Institute expectations; guides staff as they design (as appropriate), implement and evaluate programming efforts; ensures dissemination of research-based curricula and information; and serves as an informational resource for Extension personnel and clientele. This position is located in Iosco County (Tawas City) with responsibility for locations in District 4 (Alcona, Arenac, Crawford, Iosco, Oscoda and Roscommon Counties). This is a full-time, fixed-term position reviewed annually for renewal.

CHARACTERISTIC DUTIES/RESPONSIBILITIES

- Assist with new paraprofessional staff recruitment efforts;
- Train, mentor and evaluate staff, ensuring the requirements and objectives of their programming, including the appropriate use of grant funds are met;
- Act as a resource to direct reports as they conduct and assist with the development and evaluation of innovative programs that meet current and projected needs in nutrition educational and consumer horticulture programs;
- Ensure, as much as possible, a fair and attainable workload of staff;
- Conduct educational programming that meets the requirements of this position;
- Communicate and interact with community groups to evaluate the needs of clientele;
- Serve as an information resource to direct reports, partners, clientele and Extension staff;
- In concert with the MSUE work team(s), work with federal, state and county agencies to complete needs assessment of the community and develop effective programming especially as it related to educational programming for food and non-food consumer horticulture program areas;
- Provide leadership in the development of program connecting gardening to healthy lifestyles for SNAP eligible audiences;
• Assume responsibility for grant management and renewal as necessary for operation of the programs;
• Create and promote positive public relations for MSU Extension and the Health & Nutrition and Agriculture & AgriBusiness Institutes;
• Provide information and guidance to staff regarding opportunities for learning through the use of mass media, group meetings, workshops and individual contacts;
• Provide leadership, instruction and recruitment, and work within the Consumer Horticulture Work Team to further develop the Extension Master Gardener program in Northeast Michigan;
• Liaison with Extension Master Gardener volunteers and be a resource for them, including providing and/or facilitating training as needed;
• Provide leadership and instruction for Smart Gardening and other major educational initiatives in collaboration with the Consumer Horticulture Work Team;
• Author, produce and submit regular research-based educational articles;
• Actively participate in professional development opportunities;
• Work with HNI & AABI colleagues, on a regular basis, to review and make needed changes/updates to curriculum and program offerings to meet the needs of diverse participants across race, gender, socioeconomic class, disabilities and other differences or to address community specific needs;
• Prepare and submit cohesive reports as required for internal and external purposes;
• Work to ensure that community needs assessments, program development and recruitment efforts include the engagement of Michigan’s diverse residents across race, gender, socioeconomic class, disabilities and other differences;
• Understand and implement Civil Rights policies and procedures;
• Other duties or projects as assigned by the Institute Director.

WORK ENVIRONMENT This position requires driving as a regular part of the position; and carrying of educational materials, equipment, etc. up to 25 lbs.

QUALIFICATIONS

• Master’s degree from an accredited institution in a field of study related to nutrition educational or consumer horticulture programs;
• 3-years’ experience in Extension program delivery or demonstrated ability and skill in educational program planning, implementation and evaluation (relevant experience acquired within the last 5-years preferred)
• Supervisory experience, at least 2-years preferred;
• Ability to carry out all functions of staff management, remotely;
• Ability to create and carry-out a project plan from research of initial concept to project completion and follow-up;
• Experience with marketing/promotion of educational programs;
• Strong interpersonal, oral and written communication skills;
• Experience and proven ability working productively with a team;
• Proficiency in use of technology (e.g. web research, Microsoft Word, Excel, PowerPoint, Outlook for mail/calendaring, distance technology, etc.) for day-to-day work and educational program delivery, record keeping, reporting, team-based communications and overall management;
• Demonstrated success in program development and delivery to diverse audiences/communities including but not limited to race, gender, socioeconomic class, disabilities and other differences;
• Proven ability in establishing and working with a diverse network of constituents and community members across race, gender, socioeconomic class, disabilities and other differences to assist with program development and outreach;
• Demonstrated commitment to diversity and inclusivity in the area of recruiting, supervision and other employment-related matters;
• Understanding of and ability to implement Civil Rights principles and compliance standards.
• Familiarity with the Extension Master Gardener Program and working with volunteers.

DESIRED QUALIFICATIONS

• 1-year demonstrated ability to manage staff remotely.

ADDITIONAL REQUIREMENTS

Ability to regularly travel within the assigned area and surrounding communities, as well as occasional travel outside the assigned area in order to perform duties of this position.

Application Process

Interested and qualified candidates should visit the Michigan State University jobs page at www.jobs.msu.edu to apply for posting number 1674 in the MSU Extension postings.

Candidates are asked to submit an up-to-date resume/CV and a cover letter that includes the names and contact information of four professional references. Application deadline is August 21, 2015.