



# Extension Agent, Family and Community Wellness/ Williams County

<https://jobs.ndsu.edu/>  
Opening #1800638

Lead dynamic family and community wellness Extension programs in Williams County, North Dakota

**NDSU** EXTENSION  
SERVICE

**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:** Williston, ND

### To apply

- Visit <https://jobs.ndsu.edu/>
- create an account
- search for opening #1800638
- create and submit your application when prompted

### Screening will begin

March 15, 2018

### Direct questions to:

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District Director  
701-328-9716  
[jim.gray@ndsu.edu](mailto:jim.gray@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 Williams 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 Williams County.

This is a full-time position planning and delivering educational programs in Williams County and when appropriate, programming cooperatively in neighboring counties. This position is based in the Williams County office of the NDSU Extension Service, which is located in Williston, 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 to 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.
- Support the 4-H youth development-based educational programs with a measurable impact on enhancing life skills of youth, adults, and volunteers.
- Provide community and leadership development education related to the family and community wellness program.
- Participate in professional development experiences offered by the NDSU Extension Service and other entities as appropriate.

### Collaborate and Facilitate

- Cooperate and collaborate with local, county and state agencies, organizations and businesses to enhance family and community wellness leadership and programming opportunities, and utilize stakeholder input to formulate program plans to address issues that affect people throughout their life span.
- 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. This may include working with the Family and Community Education or other groups.

### Other

- Assure compliance with equal opportunity policies.
- Perform other duties assigned in support of Extension programming.
- Some travel required.

### Behavioral expectations include:

- Work ethically, with integrity, and respect confidentiality.
- Contribute to an environment of cooperative, supportive and positive working relationships with co-workers and clientele. Promote a healthy work environment and support everyone's efforts to succeed.
- Resolve differences constructively. Use tact and courtesy at all times.
- Use effective time management. Be prompt in attendance for work and meetings and be fully engaged.
- Exhibit positive attitude, image and personal motivation. Be a professional at all times.

## Minimum Qualifications

1. Bachelor's degree, by start date, in a discipline related to the responsibilities of the position, with the academic capacity to enroll in a relevant graduate program in the future.
2. Skills that demonstrate knowledge and expertise in a relevant discipline and the understanding necessary to effectively communicate the knowledge and application to other disciplines.
3. Innovative program development and educational design skills to assess needs and issues, and develop, deliver and evaluate comprehensive learning experiences that help diverse youth and adult audiences enhance their lives and communities.
4. Information and technology skills necessary to reach and teach diverse audiences, work and communicate effectively, manage time and resources, and enhance one's ability to find, evaluate and disseminate information.
5. Ability to communicate effectively, both orally and in writing, with individuals, groups and through mass media.
6. Organizational management skills including the ability to conduct oneself professionally, be self-directed in the work environment, work flexible and extended hours, extended travel required and manage time and resources (including grant writing) to efficiently accomplish the duties of the position.
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. Bachelor's degree in human development, family and consumer sciences, education, health and nutrition.
2. Master's degree in human development, family and consumer sciences, education or health and nutrition.
3. Professional certification such as Registered Dietitian, Certified Financial Planner, Certified Parent Educator, etc.
4. Recent Extension Service work experience.
5. Working knowledge of and experience with 4-H and/or other youth programs.

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