



**EXTENSION EDUCATOR
LEADERSHIP AND CIVIC ENGAGEMENT**

Position Announcement

Title: Extension Educator
Leadership and Civic Engagement
Extension Center: Community Vitality
Location: UMD Center for Economic Development
Duluth, MN
Application review begins: February 15, 2010

ABOUT EXTENSION

The University of Minnesota Extension is a major outreach arm of the University of Minnesota, a land grant institution with a mission to serve the public through applied research and education. The mission of the University of Minnesota Extension is: *Making a difference by connecting community needs and University resources to address critical issues in Minnesota.*

As one of four centers, the Extension Center for Community Vitality makes a difference by engaging Minnesotans to strengthen the social, civic, economic and technological capacity of their communities through the faculty and staff in its two program areas: Leadership and Civic Engagement (LCE) and Community Economics (CE). The center is led by the Associate Dean for Community Vitality and Public Engagement. LCE helps communities strengthen social capital, make informed decisions, encourage and develop local leadership and create productive public forums. CE helps communities retain and expand local business, know and grow the retail sector, make informed public finance decision and develop successful tourism opportunities.

LOCATION OF POSITION

This Extension Educator will be based in the UMD Center for Economic Development in Duluth and will primarily serve a seven-county region in northeastern Minnesota, which also has an Extension educator from Community Economics assigned to it. The educator also serves as a member of a statewide program area and will serve on project teams outside the region and/or statewide as determined. Some clerical, technology and other support will be provided by support staff in the Cloquet regional Extension office, under the supervision of the office's Regional Director. The educator will be expected to develop and maintain working relationships with staff at both the Center for Economic Development and the Extension regional office.

ABOUT THIS POSITION

This Extension Educator meets program area outcome and impact goals through education, outreach, applied scholarship and leveraging University of Minnesota resources for and with communities in northeastern Minnesota.

LCE programs currently include *U-Lead*, *U-Facilitate* and *U-Connect*, customer service for public agencies, Horizons and Farmer-Lender Mediation. Educators make these and other program resources available as they work to assess, develop, deliver and evaluate programs; consider and apply scholarly research; contract and establish partnerships; utilize technology; and continue their professional development. This position will also be involved in designing, participating in and/or implementing community initiatives. Current examples include *Horizons* (funded by the Northwest Area Foundation) which is focused on reducing poverty through building leadership capacity. For information about any of the Extension programs and initiatives mentioned above, go to www.extension.umn.edu/community/

This position reports to the Program Leader for Leadership and Civic Engagement (LCE). The Program Leader will provide coaching in performance of her/his role, provide performance evaluation and direct personnel actions.

RESPONSIBILITIES AND PERFORMANCE EXPECTATIONS

- Collaborate on the design, marketing, delivery and evaluation of educational programs and applied research appropriate to the audience and based in the relevant literature.
- Design, adapt and develop educational programs to address local and/or regional needs, including new, diverse and historically underserved audiences.
- Ensure that Extension programs, facilities and committees are accessible to new, diverse and historically underserved audiences.
- Assume program leadership and management roles as appropriate.
- Foster and contribute to a positive work climate with colleagues, advisory groups, audiences and partnerships.
- Assume program support functions as needed such as contract and/or fiscal management, data-management, public relations and marketing.
- Actively participate in staff development and program team activities within the Leadership and Civic Engagement program area, the Center for Community Vitality and Extension.
- Develop activities and partnerships that garner resources to support educational programs.
- Represent Extension through participation on county, community and/or regional boards in opportunities congruent with the program area and professional goals.
- Collaborate with the Program Leader to establish, evaluate and report on annual work goals, activities, impacts and outcomes.
- Use and conduct scholarly research to support and enhance leadership, facilitation and/or civic engagement expertise and programming as a scholar-practitioner.
- Develop annual professional plans of work that demonstrate progress on criteria associated with the Extension academic rank process.

REQUIRED QUALIFICATIONS

Education: A Master's degree at time of appointment in leadership development or studies; organizational development; educational psychology; community or social development; communication; public policy, planning and/or administration; community psychology; sociology; and/or a closely related field. Formal education should include coursework in areas such as leadership studies (personal and/or community), understanding group and/or community dynamics, adult learning, educational program planning & evaluation or closely related areas.

Experience: At least three years of related professional experience in leadership education, facilitation and/or community engagement. Relevant settings for this experience might come

from higher education; adult education; Extension; state/regional/local government or development agencies; community or interest-based organizations and/or foundations.

Skills/Abilities: Excellent written and oral communication skills in English; ability to apply integrate research-based knowledge into program design, delivery and evaluation; experience in establishing and maintaining effective working relationships with colleagues, partners and stakeholders; evidence of using technology for teaching, communication, information-gathering, program delivery and/or reporting; and, commitment to professional development.

PREFERRED QUALIFICATIONS

- Demonstrated success in working with individuals, organizations and communities having a variety of cultural, ethnic, language and/or literacy backgrounds.
- Experience in curriculum or education materials development, adult pedagogy, popular education or similar areas in an adult, non-credit educational environment.
- Experience in the use of educational technology, especially as related to leadership development and civic engagement.
- Knowledge and experience in the use of Web 2.0 and other Internet technologies to achieve educational goals and community impacts.
- Implementation of community-based programs and/or projects on behalf of large, public organizations or institutions.
- Creating, leading and/or facilitating multi-sector community-based collaborations among businesses, foundations, schools (at any level), government or non-profits.
- Fluency at basic, intermediate or advanced levels in a language other than English.

BENEFITS/APPOINTMENT

1. The Extension Educator position has an annual University academic professional appointment and Extension academic rank.
2. The appointment is reviewed for renewal annually, with continuation dependent on performance, results, availability of funds, and program needs.
3. The position carries Extension academic rank. Successful advancement in rank is expected and contingent on accomplishments as an Extension Educator.
4. University of Minnesota appointment and benefits, including health and life insurance. Benefits are listed on the University of Minnesota Human Resources web page: www.umn.edu/ohr/eb.
5. Reimbursement for travel and subsistence is available in accordance with University policy. Successful applicant must provide their own means of transportation, maintain their driver's license and carry legally required vehicle insurance.
6. Salary commensurate with education and experience.

TO APPLY

Please attach your cover letter; resume or vita at <https://employment.umn.edu/applicants/Central?quickFind=84730>.

Three professional letters of reference, and transcripts for all college work (unofficial transcripts are acceptable) are also required to complete your application. To submit three professional letters on-line; you can attach them to the "references" section of the "optional documents." To submit your unofficial transcripts on-line; you can attach them to the "Additional Document" section of the "optional documents".

Three professional letters of reference and your unofficial transcripts that cannot be submitted online should be sent to or if you have questions about applying online please contact:

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APPLICATION REVIEW

The review of applications begins on February 15, 2010. Position will remain open until filled.

*To check the status of your application, log-in to the University of Minnesota employment website at <https://employment.umn.edu/>. To log-in, you will need the user name and password you create when you apply for the position.

**Any offer of employment is contingent on the successful completion of a background check.

The University of Minnesota Extension is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status or sexual orientation.