

## **Community Vitality Extension Field Specialist I**

### **South Dakota State University Extension**

**SDSU Extension is offering an exciting career opportunity as a Community Vitality Extension Field Specialist I. We are looking for an individual to join us in growing and building our regional extension center located in Watertown, SD. This is a 12 month, full-time, benefit-eligible, non-faculty exempt position. This position is cooperatively supervised by the Department Head of Consumer Sciences at South Dakota State University and the Director of Extension.**

**SDSU is especially interested in candidates that can contribute to and/or coordinate course offerings that address the experiences of underrepresented minorities in organizations. Women, minorities, veterans, and people with disabilities are especially encouraged to apply.**

#### **PURPOSE OF POSITION:**

The Community Vitality Extension Field Specialist I provides leadership in building mutual learning relationships with community citizens and leaders. The Community Vitality Extension Field Specialist I will provide a blend of educational outreach, technical assistance, and community coaching in order to connect communities with current community development research, various skill building opportunities, curricula, identifying their own community assets, and applicable community-based outreach practices. This position will assess the learning interests of the community and then guide the community to a course of action that meets their identified interests. The Community Vitality Extension Field Specialist I supports the SDSU Extension mission, strategic vision, and planning assumptions; complies with applicable federal and state laws and regulations, and all University policies, including Affirmative Action; and commits to the inclusion of diversity.

#### **RESPONSIBILITIES:**

This position requires strong knowledge and experience in developing the learning of community leaders; ability to conduct impact programming based on local asset assessments; commitment to the development of emerging technology materials for program development and delivery; ability to collaborate on emerging issues; and ability to develop positive working relationships with pertinent stakeholders. This position also has a responsibility to secure program funding, conduct evaluation, and successfully engage with the public by bridging research to practice. Extension Field Specialists report to academic Department Heads who are located on the SDSU campus and SDSU Extension Program Directors. They work collaboratively with Extension State Specialists and other faculty members in their respective department.

Specific aspects of duties include:

- Develop and interact with learning communities.
- Exercise facilitation skills in working with community groups.
- Apply community coaching practices in building community relationships.
- Commit 20% of work time and effort to creating and delivering technological outreach by writing articles and creating webinars for [extension.sdstate.edu](http://extension.sdstate.edu).
- Commitment to statewide program marketing and delivery strategies and create enthusiastic implementation among local and state stakeholders.

- Develop and implement presentations, workshops, and training to diverse audiences.
- Develop and implement formative and summative evaluation tools for measuring and reporting consistent program impact.
- Utilize and implement program business plans to manage large projects.
- Monitor multiple project budgets and expenditures and provide recommendations for utilization of funding.
- Develop grants and cost recovery mechanisms to assist with program sustainability.
- Establish strong collaborative partnerships.

**MINIMUM QUALIFICATIONS:**

- Master's Degree in Community Development, Sociology, Education or other closely related field by start date.
- Documented experience in community development practice.
- Demonstrated ability to plan, implement, and evaluate educational and community development programs.
- Demonstrated collaboration in developing funding proposals to support new and/or enhanced programming.
- Demonstrated use of technology in managing and/or delivering educational programs.
- Valid driver's license, or ability to obtain one within 30 days of hire, and willingness to travel.
- Effective written and verbal communication skills.

**PREFERRED QUALIFICATIONS:**

- Demonstrated leadership in developing and leading learning communities.
- Demonstrated leadership and teamwork with stakeholders.
- Demonstrated experience working with entrepreneurs and supporting businesses.
- Demonstrated experience in leading programs that effectively involve people from different cultural, racial, and/or ethnic backgrounds.
- Experience working with and delivering training in teams.
- Experience in group facilitation.
- Demonstrated experience in publishing Extension materials and peer reviewed journals.
- Conduct impact programming based on asset assessments.

**SALARY:**

Commensurate with qualifications.

**BENEFITS:**

South Dakota State University offers a wide range of benefits including medical, dental, and flexible benefits, retirement plans, compensation packages, paid holidays, and vacation leave. Employees also have access to internal and state-sponsored training as

well as reduced tuition for state-supported courses at all State of South Dakota academic institutions.

**APPLICATION DEADLINE:** Position is open until filled with full consideration given to application materials received by March 19, 2021.

**APPLICATION PROCESS:**

SDSU accepts applications through an on-line employment site. To apply, visit: <https://yourfuture.sdbor.edu>, search by the position title, view the job announcement, and click on “apply for this job.” This system will guide you through the electronic application form. This employment site will also require the attachment of a cover letter, which should specifically address how the candidate meets the qualifications as outlined in the advertisement, resume, and a reference page with the contact information for three professional references. Email applications will not be accepted. Please contact SDSU Human Resources at (605) 688-4128 if you require assistance with this process.

Any offer of employment is contingent on the university’s verification of credentials and other information required by law and/or university policies, including but not limited to, successful completion of a criminal background check.

South Dakota State University is a tobacco free environment.

It is the policy of the University to maintain a drug-free environment and to thereby establish, promote, and maintain a safe and healthy working and learning environment for employees and students. This position is subject to South Dakota State University’s Drug and Alcohol Testing Policy 4:14.

For questions on the position, contact Kari O’Neill at 605-685-6972 or [kari.oneill@sdstate.edu](mailto:kari.oneill@sdstate.edu).

South Dakota State University is committed to affirmative action, equal opportunity, and the diversity of its faculty, staff, and students. Women, minorities, veterans, and people with disabilities are encouraged to apply. Arrangements for accommodations required by disabilities can be made by emailing [HR@sdstate.edu](mailto:HR@sdstate.edu). SDSU prohibits discrimination on the basis of race, color, creed, religion, national origin, citizenship, ancestry, gender, marital status, pregnancy, sexual orientation, age, disability, veteran’s status or any other protected class in the offering of all educational programs and employment opportunities. Individuals with concerns regarding discrimination should contact: Equal Opportunity Officer/Title IX Coordinator, Human Resources, Morrill Hall 100, SDSU, Brookings, SD 57007. Phone: (605) 688-4128.

