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 **West Virginia State University Research and Development Corporation**

**Institute, WV 25112**

**Job Title:** Extension Agent Forestry and Natural Resources

**Department:** Extension Agriculture and Natural Resources

**Reports To:** Assistant Program Director ANR

**FLSA Status:** Exempt

# Job Summary

The full-time Extension Agent, Forestry and Natural Resources is responsible for planning, delivery and evaluation of non-traditional educational programming of particular interest to small-scale and underrepresented West Virginia land holders, farmers, growers and producers. The agent will co-manage formula funds through the Renewable Resources Extension Act Program RREA and work cooperatively with existing extension programming and grant-funded programs as necessary. The Agent will support the “Tree Campus USA” initiative for West Virginia State University and will develop and support sustainable resource management plans for campus, program participants and enhance educational partnerships through the creation and maintenance of a campus arboretum and demonstration sites.

Working with the assistant Program Director, the agent will be responsible for preparing and serving as Principal Investigator for federal grant applications focusing on alternative, urban, non-traditional natural resource and forestry programs and sustainable agriculture practices. The agent will assist in the management of staff as required. The agent will oversee timely achievement of funding outcomes and goals. The agent will be responsible for reporting to the program director and/or federal agencies as required. As an Extension employee, the Agent must be willing to continue professional development applicable to the program efforts. The incumbent is expected to perform other tasks that may be assigned by supervisor(s) and work cooperatively with stakeholders and other Extension faculty at the county, regional, and state levels.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Program Development, Reporting and Fiscal Management

Education Program Development/Delivery

Program Participant Recruitment

Administration

Technical Assistance and Other Duties as Required

Program Development, Reporting and Fiscal Management

* Coordinate the delivery of various WVSUES programming with emphasis on Forestry, Urban Forestry, Sustainable Ecosystems and Specialty Crops.
* Develop community-based events, workshops and training experiences
* Collaborate with local, state and national educational outreach programs to enhance educational workshops and outreach activities.
* Develop, implement and assess program impacts.
* Assist in collection, evaluation, recording and submission of Civil Rights Data.
* Reporting and tracking of participant data.
* Reporting and tracking of fiscal data to Assistant Program Director.

Educational Program Development and Delivery

* Creation of a needs-based curriculum focused on target audiences.
* Implement community based events, workshops and training experiences.
* Recruit, manage and direct volunteers to support educational efforts.
* Prepare a schedule of events and actively promote participation.

Administration

* Seek sustainability for future program funding and site locations.
* Assist to recruit, train, recognize, and retain program participants, including volunteers.
* Assist in maintenance of accurate records on screening, job descriptions, placements, and evaluations of volunteers and Agents and/or Associates.
* Maintain timely achievement of program benchmarks.

Technical Assistance

* Provide field expertise to community and partners.
* Serve on community boards and committees.
* Submit articles or other information to internal and external publications.
* Participate in community events.

Other Duties as Assigned

* Conduct activities to foster a positive public image of West Virginia State University Extension and West Virginia State University, an 1890 Land-Grant Institution.
* Represent West Virginia State University Extension with appropriate individuals, agencies, and organizations on a state, regional, national, and international basis.
* Work collaboratively with other Extension Agents and staff to create and deliver interdisciplinary programs with West Virginia University Extension Service and other university partners as well as external agency and organizational partners.
* Create and deliver professional presentations that highlight ANR work at WVSU and assist with delivery at conferences.
* Lead efforts to maintain “Tree Campus USA” efforts through partner organizations and funding efforts.
* Other duties may be assigned.

**Supervisory Responsibilities**

Responsibilities of the position include: management of project team partners to achieve designated benchmarks; recruit, interview, and retain community volunteers; overseeing and assigning tasks and duties to grant-funded agents as related to PI assignments; appraising performance, rewarding and disciplining volunteers; addressing complaints and resolving problems.

# Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The individual must be experienced in communicating with landholders, farmers, stakeholders and agency partners and be able to work independently - often in the field, and with minimal supervision. The positon requires adherence to standards and guidelines set forth by WVSUES, WVSU R&D Corporation as well as federal guidelines pursuant to the various granting agencies. The individual must exhibit a willingness to work collaboratively and have capacity for flexibility.

# Education and/or Experience

A Bachelor's degree is required, Masters preferred in one of the following fields: forestry, agriculture and natural resources, natural resources, nutrition, family and consumer sciences, biological sciences, social sciences or education. The successful candidate will have strong written and oral communication skills and experience in working with diverse clientele and organizations.

# Computer Skills

To perform this job successfully, an individual should have knowledge of database software, Internet software, and word processing software and demonstrated GIS/GPS experience.

# Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, sit and talk or hear. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee is occasionally required to stand, walk and reach with hands and arms. The employee must frequently lift and/or move up to 50 pounds. The employee is expected to work both inside and outside in a variety of temperature and weather conditions.

# Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Travel**

Travel state-wide but may also include various portions of the United States based on attendance requirements for training and/or reporting for grant purposes.

**Position Type and Expected Hours of Work**

This is a full-time position. Days and hours of work are Monday through Friday, 8:30 AM to 5 PM. Summer Schedule is Monday through Friday 8:00 AM to 4:00 PM. Flexible hours, including evenings, weekends and occasional overnights are required due to the nature of work performed.

**Licenses and Certificates**

The applicant must have or be able to obtain a valid West Virginia Driver’s License.

**Other Duties**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Work Authorization/Security Clearance**

This position is designated as security-sensitive. Before an offer of employment is made, a pre-employment background investigation will be completed, which may include a background check of criminal, educational, DMV and prior employment history.

**AAP/EEO Statement**

**Reasonable accommodations will be made to provide this content into reasonable alternate accessible formats upon request. Please contact our offices at (304) 766-5224 or** **Justin.Cherry@wvstateu.edu****.**

 **West Virginia State University Research and Development Corporation is an Equal Opportunity/Affirmative Action institution that does not discriminate on the basis of race, color, religion, sex, national origin, disability or veteran status in any of its programs or activities.**

Closing Date: **October 4, 2019**

Please send cover letter, resume, unofficial transcript, and recent letters of recommendation from three professional references with contact information to:

 Search Committee Chair, Extension Agent Forestry and Natural Resources

West Virginia State University Research and Development Corporation, POB 1000, 204 ACEOP Administration Building,

Institute, WV 25112.

**PREFERRED: Information accepted as e-mailed in Word or PDF format to**

rdemployment@wvstateu.edu