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**Institute, West Virginia**

**Job Title:** CED Extension Educator

**Department/Office:** WVSU Extension Service/Community and Economic Development

**Reports to:** Program Leader for Community and Economic Development

**FLSA Status:**  Exempt

**Job Summary**

The CED Extension Educator operates within the West Virginia State University Extension Service and provides community outreach and resource development for underserved and low resource communities. This position will be responsible for working with community partners and organizations to develop curricula and programs that serve the needs of the local community.  The incumbent delivers programs both on campus and in locations primarily in underserved areas across the state of West Virginia.  The West Virginia State University Research and Development Corporation employs this position.

**Main Duties and Responsibilities** include the following:

• Oversee or develop educational, training and community-based initiatives related to strategic planning, community revitalization, creative economy movement, small business retention and development efforts, tourism development projects, grants, and other approved tasks to specifically accelerate the community and economic growth of Institute, Dunbar and nearby communities, both incorporated and unincorporated.

• Facilitate round-table discussions, conferences, workshops, meetings, etc. related to strategic initiatives or other identified community needs topics

• Recruit and engage community members in programs and activities that will raise their standards of economic and community health.

• Develop and deliver community-based events, workshops, and training experiences.

• Collaborate with local, state, and national educational outreach programs to conduct and promote extension and outreach activities.

• Participate in ongoing professional development sessions, continuously advancing one’s own knowledge and understanding of pedagogy.

• Participate in programmatic resource development and management by proactively seeking external funding opportunities, writing grants, and managing budgets.

• Proactively seek extramural funding (local, state, and national grants and foundation requests) to support continued program outreach efforts.

• Willingness and ability to travel statewide including to underserved areas

• Provide field expertise to community and partners.

• Serve on community boards and committees.

• Other duties may be assigned.

**Required Skills, Traits, and Competencies**

* Leadership
* Teamwork
* Communication and interpersonal skills
* Analytical skills
* Dependability and a strong work ethic
* Maturity and a professional attitude
* Adaptability
* Extensive software skills are required, as well as internet research abilities

**Supervisory Responsibilities**

Responsibilities of the position include: management of project team partners to achieve designated benchmarks; recruitment, interviewing, training and retaining of volunteers; appraising performance, rewarding disciplining volunteers; addressing complaints; and resolving problems.

**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.  This job operates in a professional office environment.  This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

**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.

**Position Type and Expected Hours of Work**

Days and hours of work are Monday through Friday, 8:30a.m. to 5:00p.m.  Summer schedule is Monday through Friday, 8:00a.m. to 4:00p.m.  However, due to the nature of the job performed, flexible hours, including events, weekends and occasional overnights, may be required.

**Work Location and Travel**

This position is primarily located in Institute, West Virginia but statewide travel can be expected to various service regions.  Travel may also include various portions of the United States based on attendance requirements for training and/or reporting for grant purposes.

**Required Education and Experience**

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

**Additional Eligibility 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 youth, stakeholders and agency partners and be able to work independently, often offsite, with minimal supervision.  The position requires adherence to standards and guidelines set for by WVSUES, the WVSU Research and Development Corporation, as well as federal guidelines pursuant to the various granting agencies.  The individual must exhibit a willingness to work collaboratively and have the capacity for flexibility.  Individual needs to be self-motivated, outgoing, and able to work in a team environment.  Valid driver’s license in good standing is required.

**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 criminal background check, educational, DMV and prior employment.

**To Apply**

Preferred: Information accepted as emailed in a Microsoft Word or PDF format to [**rdemployment@wvstateu.edu**](mailto:rdemployment@wvstateu.edu). Qualified candidates should submit a cover letter, resume, unofficial transcript and contact information for three professional references (name, title, address, phone number, and email address).

**Closing date: This position will remain open until filled. However, first consideration will be given to applicants who reply by November 10, 2023.**

**Hard copy applications may be sent to:**

ATTN: Search Committee for CED Extension Educator-Institute

West Virginia State University Research and Development Corporation

PO Box 1000, 201 Byers Admin. Building

Institute, WV 25112

**AAP/EEO Statement**

West Virginia State University is an equal opportunity affirmative action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status.

West Virginia State University is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities. To request disability accommodation contact: Michael Casey or email: [ada@wvstateu.edu](mailto:ada@wvstateu.edu).

Concerns and complaints related to bias or equal opportunity in education and in employment based on aspects of diversity protected under federal, state and local law, or arising under Title IX, should be directed to: Carolyn Stuart, EEO Officer, at (304) 204-4018.

**Women, minorities, people with disabilities and veterans are encouraged to apply**