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**Job Title: Extension Associate or Extension Educator, Coordinator of Small Farms Research and Special Projects**

**Department: Cooperative Extension Service**

**Reports To: Associate Dean/Associate Director for Extension**

**FLSA Status: Exempt**

**Office Location: Institute, WV**

**Job Summary**

The full-time Extension Educator, Coordinator of Small Farms Research and Special Projects is responsible for connecting small farmers (emphasis on minority and women farmers) with agricultural research being conducted at West Virginia State University. The incumbent will collaborate with Agricultural and Natural Resources staff to design, implement, and evaluate educational programs and special projects to help sustain small farmers. Also, the incumbent will connect small farmers to services and programs offered by West Virginia University (WVU) the West Virginia Department of Agriculture (WVDA) and United States Department of Agriculture (USDA). This position is employed by the West Virginia State University Research and Development Corporation.

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

**Collaborating with Agricultural Service Providers**

* Connect agricultural research conducted at WVSU with small farmers throughout West Virginia.
* Help agricultural researchers identify farmers for applied research demonstration sites.
* Create partnerships with WVU, WVDA, USDA agencies, and other agricultural service providers to help sustain small farmers especially minority and women farmers.
* Help recruit the next generation of WV small farmers.

**Program Development, Implementation, Evaluation, and Reporting**

* Design, implement, and evaluate educational programs related to agricultural business management, marketing, and sustainable agricultural production.
* Develop agricultural curricula to support educational program delivery.
* Work with small farmers and agricultural groups statewide to build a community agriculture network.
* Compile monthly and annual progress reports using the Extension reporting system.
* Develop success stories and impact statements to be shared with stakeholders.

**Technical Assistance**

* Conduct fields visits to small farmers to assist with problem solving.
* Design and manage farm demonstration sites.
* Serve on relevant community boards and committees.
* Participate in community events.

**Supervisory Responsibilities**

Responsibilities of the position include: management of project team partners to achieve designated benchmarks; recruit, interview, and retain community volunteers. Position may supervise program assistants and student interns.

**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, telephones, 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.

**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. However, due to the nature of work performed, flexible hours, including evenings, weekends and occasional overnights are required.

**Travel**

This position will require state-wide travel and occasional out-of-state travel to attend conferences and professional development activities.

**Required Education and Experience**

A Bachelor's degree in agricultural business, agricultural economics, agricultural education, agricultural technology or related field is required. To be consider for an Extension Associate a Master’s degree is preferred in agriculture. The successful candidate will have strong written and oral communication skills and experience in working with diverse clientele and organizations.

**Additional Eligibility Qualifications**

To perform this job successfully, the individual should have excellent people skills and must be able to perform each essential duty satisfactorily.

The individual must be experienced in communicating with agriculture producers, stakeholders and agency partners and be able to work independently, often in the field, and with minimal supervision. The position 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. Must possess a valid driver’s license in good standing.

**Other Duties as Assigned**

This is not an exhaustive list of job responsibilities. Other duties may be assigned based on the needs of the position.

**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 apply by May 1, 2024.

**Hard Copy Applications**

ATTN: Search Committee for Extension Educator Agriculture and Natural Resources

West Virginia State University Research and Development Corporation

PO Box 1000, 201 Byers Admin. Bldg.

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.**