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**Institute, West Virginia**

**Job Title:** Extension Associate, Leadership and Civic Engagement

**Department/Office:** WVSU Extension Service

**Reports to:** Program Leader, Community Vitality and Economic Development (CVED)

**FLSA Status:** Exempt

**Summary**

The Extension Associate for Leadership and Civic Engagement is a professional educator who will provide curriculum development, staff training, and public trainings in the areas of Leadership and Civic Engagement. The Extension Associate will also oversee projects / activities related to community and economic development, entrepreneurial / small business development, tourism development, and grant writing in the Upper Kanawha Valley (UKV), a legislatively identified region that includes the eastern most area of Kanawha and the western most area of Fayette County along Rt. 60 and the Midland Trail. Specifically, this work will be conducted in and for the benefit of the cities of Montgomery and Smithers, WV. This work includes, but is not limited to, grant writing and attraction of external funding for projects, facilitation and delivery of training courses related to historic preservation; the connection of current and potential business owners to entrepreneurial and small business consulting services to assist with new or expanded businesses development; assisting local and regional governments, and organizations and businesses in the development of strategic plans; promotion of creative economies; tourism related activities and events; and, promotion and implementation of community level beautification strategies. This position will support the goals and efforts of the Upper Kanawha Valley Strategic Initiatives Council (UKVSIC) for improved economic, physical, mental, educational, social and environmental health.

The Extension Associate will work collaboratively with a team of extension and research professionals and economic development leaders regionally including the Mayors and leadership of Smithers and Montgomery to provide dynamic program leadership for their local program. The Extension Associate must maintain professional competence through study, participation in professional development activities and the application of knowledge and skills on the job.  Additionally, Extension Associates are expected to always adhere to high ethical and professional standards.

This position is employed by the West Virginia State University Research and Development Corporation.

**Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Educational Program Design and Delivery
* Program Administration, Reporting and Fiscal Management
* Other Responsibilities as Assigned

**Specific Duties and Responsibilities:**

**Educational Program Design and Delivery (70%)**

* 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 Montgomery and Smithers 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.
  + Work with organizations providing trainings to help ensure adequate marketing, attendance, evaluations, follow-up etc.
  + Provide referrals to other sources of information and services as appropriate
  + Assist local and regional organizations and businesses in development and promotion of creative community and other related activities and events
  + Assist communities with historic district designations, Main Street designations etc. as appropriate
  + Assist communities with strategically planned beautification projects such as dilapidated housing programs
  + Facilitate strategic tourism development, including development, promotion and marketing of designated local cultural, historical and recreational areas including but not limited to a Black Culture and History attraction in the eastern end of Montgomery, a Welcome Center on Route 60 to inform and promote tourism, recreational and cultural developments on identified unused lands, further marina and water front developments, walking and biking trails, promote tourism related activities and businesses, services for youth and seniors
* Write & submit for publication at least once monthly, news releases promoting local businesses, events, etc.
* Determine marketing/promotional needs for service projects and liaison with WVSU R&D Marketing staff and others to provide assistance on the coordination of advertising / promotion campaigns
* Provide guidance and oversee development of websites, brochures and other marketing sources as needed

**Program Administration, Reporting and Fiscal Management (20%)**

* Supervise paraprofessionals, volunteers, contracted service providers, etc.
* Oversee usage of equipment, vehicles, supplies, etc.
* Oversee all project related budgets and contracts to ensure compliance with purchasing protocols and provide ongoing budget status reports
* Provide monthly status reports to any funding agencies and to the CVED Program Leader.
* Liaison with program partners including the UKVSIC and respective County Commissioners, providing regular reports

**Other Responsibilities as Assigned (10%)**

* + Attend and participate in WVSU and WVSU R&D mandated and topical meetings related to designated projects and topics
  + Provide representation on state, national and regional committees for topical areas
  + Conduct activities to foster a positive public image of West Virginia State University Extension Service, The West Virginia State University Research and Development Corporation, and West Virginia State University, an 1890 Land-Grant Institution and the local partners in Fayette and Kanawha Counties, including the respective County Commissions, the UKVSIC, and the Cities of Montgomery and Smithers.
  + Share leadership in Extension's commitment to employ from and program for the diversity represented in West Virginia's population.
  + Other duties as assigned by CVED program Leader

**Required and Desired Skills and Traits**

* Proven success at grant writing
* Experience with database software, internet software, and word processing software
* Skilled at time management and project management
* Must have valid WV driver’s license in good standing

**Supervisory Responsibilities**

While there are no supervisory responsibilities at this time, at some point in the future, the specialist/associate may supervise the work of paraprofessionals, volunteers, and contracted service providers.

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

**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 as well as professional development opportunities related to the program area.

**Required Education and Experience**

A minimum of a Master’s degree in Leadership, Community Development, Public Administration, Public Policy, Extension, or a closely related field and 3-5 years of relevant work experience.  Doctorate degree preferred.

**Additional Eligibility Qualifications**

Must be able to work evenings and weekends as necessary for committee meetings and other work-related events and activities and travel to attend state, regional and national meetings as appropriate.

**Other Duties**

Please note 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 may submit a cover letter, resumé, 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 June 15, 2024.**

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

ATTN: Search Committee for Extension Associate, Leadership and Civic Engagement

West Virginia State University Research and Development Corporation

PO Box 1000

204 ACEOP 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.

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@wvstateu.edu.

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