



Institute, West Virginia

Job Title: Extension Educator, Community Vitality and Economic Development-National Coal Heritage Area Authority

Department/Office: WVSU Extension Service

Reports to: Program Leader, CVED

FLSA Status: Exempt

Location: Oak Hill

Summary

The Extension Educator for Community Vitality and Economic Development is a professional educator who will oversee projects / activities related to community development, heritage tourism development, creation and delivery of educational programs, and grant writing throughout the thirteen county National Coal Heritage Area. This work includes, but is not limited to, grant writing, 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; assisting local and regional governments, and organizations, promotion of creative economies; tourism related activities and events; and, promotion and implementation of community level beautification strategies.

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

The position is supported locally by the National Coal Heritage Area. The position is co-supervised by the Program Leader for Community Vitality and Economic Development at West Virginia State University and locally, by the Executive Director of the National Coal Heritage Area Authority.

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 (75%)

- Develop and oversee implementation of educational programming for children and the general community related to the history and heritage of the region.
- Oversee promotion, implementation and operation of the NCHA's Junior Ranger program and organizing outreach events.
- Facilitate and/or directly deliver training on relevant topics
- Oversee implementation of the extension of the African American Heritage Driving Tour.
- Research and develop interpretive strategies to enhance understanding of the diverse history and population of our region in including immigrants, Native Americans, African Americans, women, and other underrepresented populations.
- Facilitate round-table discussions, conferences, workshops, meetings, etc. related to strategic initiative or other identified community needs topics
- 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 and development of heritage-based murals.
- Facilitate strategic tourism development, including development, promotion and marketing of designated local cultural, historical and recreational areas.
- Write & submit for publication at least once monthly, news releases promoting local businesses, events, etc.
- 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 development of financial support for projects including writing and administering grants

- 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.

Other Responsibilities as Assigned (5%)

- Attend and participate in WVSU and WVSU R&D mandated and topical meetings related to designated projects
- 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 National Coal Heritage Area.
- 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 NCHAA Executive Director upon approval of the Program Leader of CVED

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 agent 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.

Required Education and Experience

A minimum of a Bachelor's degree in Education, History, Historic Preservation, or Extension, or a closely related field and 3-5 years of relevant work experience. Master's 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. 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).

Position to remain open until filled with preference given to candidates who apply by September 16, 2024

Hard copy applications may be sent to:

ATTN: Search Committee for Extension Educator, CVED and NCHAA
West Virginia State University Research and Development Corporation
PO Box 1000

AAP/EEO Statement

West Virginia State University is an equal opportunity affirmative action institution. No person shall be denied admission to educational program, 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. Upon request, reasonable accommodations will be made to provide this content into an alternate accessible format. Please contact Carla Boggess at (304) 766-4278 or sayreca@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.