



Job Title: ANR Extension Educator – Produce Market Manager
Department: WVSU Extension ANR
Reports To: ANR Program Leader & Associate Dean of Extension
FLSA Status: Exempt
Location: Institute, WV

Job Summary

The full-time ANR Extension Educator – Produce Market Manager position will have multiple duties throughout the year.

The ANR Extension Educator will manage a produce market during the months of May through October. Duties will include; supervision of ANR Extension Assistant during the market season, managing produce supply, hauling produce, marketing, budgeting, pricing and customer service. The produce market manager will be in charge of all aspects of the market's operations. The market manager will participate in professional development and receive certifications to be able to accept all forms of payment and to offer services to market customers. The person selected for this position must adhere to all USDA policies and regulations regarding market operations.

Throughout the year, the ANR Extension Educator is responsible for planning, delivery and evaluation of educational programming of particular interest to small-scale West Virginia farmers and producers. As an Extension employee, the individual 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 the ANR Program Leader and work cooperatively with stakeholders and other extension team members at county, regional, state and national levels. This position is employed by the West Virginia State University Research and Development Corporation. 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.

This is a full-time grant-funded position. Continued employment is dependent on the ongoing availability of grant funding.

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

Program Development, Reporting and Fiscal Management

- Market management
- Budgeting
- Work with program staff, and evaluators on grant reports

- Promote Stinger Market ANR programs at local and statewide events
- Create monthly and annual reports for the ANR Program Leader and administrators of WVSU and the WVSU Research and Development Corporation.

Technical Assistance

- Provide field expertise to community and partners
- Serve on community boards and committees
- Participate in community events

Other Duties as Assigned

Supervisory Responsibilities

This position will supervise an ANR Extension Assistant during the market season. Position may at times supervise extension, Interns, and student workers.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The individual must be experienced in; market management, communicating with agriculture producers, and agency partners. The extension educator must 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.

Required Education and Experience

A Bachelor's degree is required in agriculture, business, natural resources, biological sciences or closely related field. 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.

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.

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. 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 April 15, 2025.

Hard copy applications may be sent to:

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.

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