



**Job Title:** Extension Educator, FCS  
**Department:** Family and Consumer Sciences  
**Reports to:** FCS Program Leader  
**FLSA Status:** Exempt

**Job Summary:**

The Family and Consumer Sciences (FCS) Extension Educator with the WVSU R&D Corporation delivers research-based educational programming that strengthens individuals, families, and communities across southern West Virginia. The educator coordinates, implements, and evaluates programs in areas such as nutrition, food safety, chronic disease prevention, financial capability, parenting education, and overall health promotion. The role mirrors Extension educator models nationwide, integrating teaching, outreach, and community partnership development.

The educator will work in all or any of the 18 counties of southern West Virginia served by the WVSU Extension Service. The program requires tailoring programs to local needs in collaboration with community organizations, schools, and health agencies. Strong program management skills, including needs assessment and impact evaluation, are essential. Educators ensure accountability through systematic documentation and reporting to support continuous improvement. Ultimately, the role enhances community resilience by providing residents with practical knowledge and skills to improve their quality of life. This position is employed by the WVSU Research and Development Corporation.

**Duties and Responsibilities** include participant recruitment, curriculum delivery, data collection and reporting, and compliance with grant and federal requirements.

**Description of Duties:**

- Develop an annual program plan outlining objectives, measurable outcomes, and evaluation strategies.
- Conduct community needs assessments to identify priority issues in nutrition, health, and wellness among targeted audiences in assigned southern West Virginia counties.
- Collaborate with the FCS team, cross-departmental extension educators, and community stakeholders to align programming with identified needs and strategic goals.
- Review, evaluate, and select evidence-based curricula appropriate for the targeted audience and volunteers.
- Adapt and develop educational materials to ensure cultural relevance and program effectiveness.
- Recruit, enroll, and retain eligible participants to ensure adequate program reach and impact.
- Train and support volunteers and community partners to enhance program delivery capacity.

- Coordinate and implement nonformal educational programs for participants and volunteers.
- Collect, document, and analyze program data to assess outcomes and guide continuous improvement.
- Provide technical assistance to community partners and represent WVSU Extension Service on relevant boards and community coalitions.
- Prepare required reports and accurately enter program data into PEARS to ensure compliance, accountability, and impact reporting.
- Partner with the Communications Department to market programs and increase stakeholder engagement.
- Other Responsibilities as Assigned

### **Supervisory Responsibilities**

This position may supervise volunteers and associate interns at times, and is responsible for delivering assigned curricula and recording data for program initiatives with community stakeholders.

### **Qualifications**

The candidate should possess strong oral and written communication skills, along with a vision and creativity for program success. Experience in presentations and a willingness to collaborate are essential. Additionally, the candidate should have a desire to build community-based relationships focused on health education with local stakeholders and maintain educational connections with the program's target population.

### **Education and/or Experience**

Effective candidates should have at least a Bachelor's Degree (B.S.) in Family and Consumer Sciences or a closely related field. Common academic backgrounds include nutrition and dietetics, public health, human development and family studies, health education, food science, and or community health.

### **Other Qualifications**

- Demonstrated ability to work independently and coordinate programming at multiple community sites.
- Ability to organize and facilitate community meetings and educational events.
- Willingness and ability to travel within assigned counties and, as appropriate, to attend state, regional, and national professional meetings related to health literacy
- Availability to attend work-related events outside standard business hours.

### **Certificates and Licenses Required**

Valid WV driver's license required.

### **Physical Demands**

The physical demands described here are representative of those required to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Regularly required to sit, stand, walk, and use hands to handle materials and operate standard office equipment.
- Frequently required to reach with hands and arms and move between community sites.

- May occasionally be required to stoop, kneel, or bend when setting up educational materials or equipment.
- Must be able to lift and/or move materials weighing up to 25–50 pounds (e.g., educational supplies, demonstration equipment).
- Requires close vision, distance vision, and the ability to adjust focus for computer use and instructional activities.

### **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 with appropriate documentation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

### **To Apply:**

PREFERRED: Information accepted as e-mailed in Word or PDF format to [rdemployment@wvstateu.edu](mailto:rdemployment@wvstateu.edu). Qualified candidates must submit a cover letter, résumé, unofficial transcript, and three professional references (name, title, address, phone number, and e-mail address).

**Closing Date:** This position will remain open until filled. However, first consideration will be given to applicants who reply by **March 13, 2026**.

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

West Virginia State University Research and Development Corporation,  
ATTN: Search Committee for: Extension Educator for Family and Consumer Science  
PO Box 1000, 201 Byers Administration 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 based on 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: [carloyn.stuart@wvstateu.edu](mailto:carloyn.stuart@wvstateu.edu)

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