



**Job Title:** Program Leader, Agriculture and Natural Resources

**Department/Office:** Agricultural Research and Extension/ WVSU Extension

**Reports to:** Associate Dean for Extension

**FLSA Status:** Exempt

### **Summary**

The Program Leader for Agriculture and Natural Resources (ANR) provide leadership, administration, development and evaluation of alternative, urban, non-traditional, sustainable and regenerative agriculture programs within the West Virginia State University Extension Service (WVSUES).

The position is employed by West Virginia State University Research & Development Corporation.

### **Essential Functions**

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

- Oversee the development and delivery of high impact non-formal education programs in the areas of alternative, urban, non-traditional, sustainable, and regenerative agriculture targeted to improve productivity and economic viability of small farmers and potential farmers in WV.
- Develop program plans which align with mission and goals of the USDA National Institutes of Food and Agriculture, meet the needs of existing and potential farmers in WV, are consistent with the WVSUES mission, and conform to policies and objectives of West Virginia State University and the WVSU Research and Development Corporation.
- Employ comprehensive program planning with ongoing involvement from Agricultural Research and Extension administrators, advisory committee members, stakeholders, and university faculty & staff in order to identify priority community needs.
- Facilitate collaborative team efforts in cross-program, multi-disciplinary, statewide, and multi-state priority issues.
- Assist in the creation and evaluation of non-formal educational programs, products, and research initiatives with Extension Specialists, Research Specialists, and other curricular and program staff members.
- Assist WVSUES personnel in developing tools and methods to evaluate outreach programs.

- Participate in the program delivery process with Extension and Research personnel at all levels.
- Provide leadership in the recruitment, selection, development, and evaluation of personnel, as well as implementation of corrective actions, as needed.
- Identify, create, and implement a plan to meet professional development needs with staff.
- Provide leadership for the formation and operation of program teams, evaluating budgetary needs, and conducting periodic reviews, as needed, in order to address changing program priorities.
- Assist in the implementation of the USDA NIFA Plan of Work and completion of the Annual Report of Accomplishments.
- Provide leadership for programmatic resource development and management by proactively seeking external funding opportunities, writing grants, and managing budgets
- Identify funding sources to support existing and planned program activities as well as coordinate the development and submission of grant proposals
- Responsibly, deploy and fulfill reporting requirements of federal and extramural resources.
- Ensure ANR compliance with USDA NIFA Civil Rights regulations.
- Ensure ANR compliance with all applicable state and federal regulations.
- Conduct activities to foster a positive public image of WVSUES, WVSU R&D Corporation, and West Virginia State University, an 1890 Land-Grant Institution.
- Appropriately represent WVSUES with individuals, agencies, and organizations on state, regional, and national levels.
- Understand and comply with policies and procedures of West Virginia State University and the West Virginia State University R&D Corporation.
- Other duties as assigned.

### **Required and Desired Skills and Traits**

- Experience managing a team of community education professionals.
- Demonstrated successful grant writing experience.
- Demonstrated experience managing multiple extramural funding sources.
- Practical experience with sustainable, non-traditional agriculture techniques and processes.

### **Supervisory Responsibilities**

The Program Leader for ANR carries out any assigned supervisory responsibilities in accordance with the West Virginia State University Research and Development Corporation's policies and applicable state and federal laws. Responsibilities of the position include interviewing, hiring, and training staff, volunteers, and student workers; planning, assigning, and directing work; appraising performance; rewarding and disciplining team members; addressing complaints and resolving problems. This position manages a team of educational outreach professionals who conduct work statewide.

## **Competency**

1. Technical Capacity
2. Personal Effectiveness/Credibility/Accountability
3. Thoroughness/Attention to Detail
4. Collaboration Skills
5. Communication Proficiency: Oral and written
6. Flexibility
7. Extensive software skills are required, as well as Internet research abilities.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation 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 as well as in community spaces. 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 accommodation 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 sit and reach with hands and arms. The employee is frequently required to stand and walk. The employee is frequently required to bend and stoop. The employee is frequently required to lift and carry. Specific vision abilities required by this job include ability to adjust focus.

## **Position Type and Expected Hours of Work**

This is a full-time FSLA exempt position. 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, flexible hours, including evenings, weekends and occasional overnights, are required.

## **Travel**

Travel statewide but specifically within Central and Southern WV is expected.

## **Required Education and Experience**

M.S. degree from an accredited institution of higher education in Horticulture, Agriculture, Sustainable Food Systems, or closely related field required. Ph.D. preferred. Demonstrated knowledge of modern and alternative agriculture practices required.

Demonstrated ability in designing, implementing, evaluating and reporting impact of community-based, non-formal educational programs; supervision of professional and support employees; resource development and management; excellent verbal, written and interpersonal skills; knowledge of Extension's educational delivery systems and other aspects of the land grant system highly desired.

## **Additional Eligibility Qualifications**

Individuals needs to be self-motivated, out-going, able to work in a team environment. Flexible hours, including evenings, weekends and occasional overnights required. Valid driver's license in good standing. The ability to lift and carry 65 pounds.

### **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 must submit a cover letter, resumé/CV, 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 19, 2026.

Hard copy applications may be sent to:

ATTN: Search Committee for Program Leader for ANR  
West Virginia State University Research and Development Corporation  
PO Box 1000  
201 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](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.**