



Job Title: Program Leader, Family and Consumer Sciences (FCS)

Department/Office: West Virginia State University Extension

Reports to: Associate Dean for Extension

FLSA Status: Exempt

Summary

The Program Leader for Family and Consumer Sciences (FCS) provides statewide leadership, strategic direction, and administrative oversight for the West Virginia State University Extension Family and Consumer Sciences Program Area. The Program Leader is responsible for developing, implementing, evaluating, and expanding evidence-based educational programs that improve the health, nutrition, financial well-being, and quality of life of individuals, families, and communities throughout West Virginia.

This position provides leadership for Extension Educators and other personnel assigned to the FCS Program Area while fostering collaboration across other WVSU Extension program areas (i.e. Agriculture and Natural Resources, 4-H Youth Development, Community Vitality and Economic Development, Healthy Grandfamilies, and the WVSU Center for Substance Misuse Prevention) as well as the WVSU Agricultural and Environmental Research Station. The Program Leader reports to the Associate Dean of Extension and serves as a member of the Extension Leadership Team.

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

Essential Functions

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

The Program Leader serves as the statewide administrative leader for the Family and Consumer Sciences Program Area and is responsible for advancing WVSU Extension's mission through high-quality educational programming, personnel leadership, fiscal stewardship, research integration, and strategic partnerships. The position is expected to maintain the highest standards of professionalism, collaboration, innovation, accountability, and public service while contributing to the overall success of WVSU Extension.

- **Program Leadership**
- **Personnel Leadership**
- **Program Development and Evaluation**
- **Fiscal and Grant Management**
- **Partnerships and Outreach**
- **Other Duties as Assigned**

Specific Duties and Responsibilities:

Program Leadership

- Provide statewide leadership for the Family and Consumer Sciences Program Area.
- Develop and implement a strategic vision aligned with the WVSU Extension Strategic Plan and USDA NIFA priorities.
- Identify emerging community needs and develop evidence-based educational programming.
- Ensure all programming reflects current research and best practices.
- Evaluate program effectiveness using measurable outcomes and continuous improvement processes.

Personnel Leadership

- Supervise Family and Consumer Sciences Extension Educators and assigned staff.
- Establish annual work plans and performance expectations.
- Conduct performance evaluations and provide coaching and mentoring.
- Participate in recruiting, hiring, onboarding, and professional development of program personnel.
- Foster collaboration and interdisciplinary programming across Extension program areas.

Program Development and Evaluation

- Lead the design, implementation, and evaluation of statewide Family and Consumer Sciences educational initiatives.
- Develop educational curricula, publications, online resources, and training materials.
- Ensure compliance with USDA NIFA reporting requirements and Civil Rights regulations.
- Coordinate program evaluation and impact reporting.
- Assist with preparation of the USDA NIFA Plan of Work, Annual Report of Accomplishments, and other required federal reports.

Fiscal and Grant Management

- Develop and manage the annual Family and Consumer Sciences program budget.
- Identify external funding opportunities.
- Prepare competitive grant proposals.

- Manage awarded grants, including implementation, fiscal oversight, reporting, and compliance.
- Ensure responsible stewardship of all state, federal, and external resources.

Partnerships and Outreach

- Develop partnerships with local, state, regional, and national organizations.
- Represent WVSU Extension at professional meetings, conferences, and public events.
- Serve on university, state, and national committees as assigned.
- Promote collaboration among Extension, research, academic departments, and external stakeholders.
- Conduct activities to foster a positive public image of West Virginia State University, West Virginia State University Extension, and WVSU Research and Development Corporation

Other Duties

- Perform other duties as assigned in support of the mission of WVSU Extension.

Required and Desired Skills and Traits

Successful candidates will demonstrate capacity for:

- Strategic program leadership
- Personnel management
- Grant writing and grants management
- Budget planning and fiscal stewardship
- Program evaluation and impact reporting
- Research translation and educational program development
- Collaboration and team leadership

Supervisory Responsibilities

The Program Leader directly supervises Family and Consumer Sciences Extension team members (e.g. Educators, Specialists and assigned support staff).

Responsibilities include:

- Hiring recommendations
- Orientation and training
- Annual performance evaluations
- Workload assignments
- Professional development
- Coaching and mentoring

- Corrective action recommendations
- Building a collaborative and high-performing program team

Competencies

1. Technical Capacity.
2. Personal Effectiveness/Credibility.
3. Thoroughness.
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 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 required to stand, walk and reach with hands and arms. The employee may be required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds.

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

Frequent local and statewide travel is required. Regional and national travel is expected for professional development, conferences, partnership development, and presentations.

Required Education and Experience

- M.S. in Human Nutrition, Public Health, Family Studies, Human Development, Extension Education, Health Promotion, Consumer Sciences, or a closely related discipline. Ph.D. preferred.

- Demonstrated progressively responsible experience in Extension, higher education, public health, or community education.
- Demonstrated supervisory experience.
- Demonstrated success obtaining competitive grant funding.
- Experience managing externally funded grants and budgets.
- Experience developing and evaluating community-based educational programs.
- Excellent written, oral, and interpersonal communication skills.

Preferred Qualifications

- Experience working within the Cooperative Extension System.
- Experience with USDA NIFA reporting and compliance.
- Experience leading statewide educational initiatives.
- Record of scholarly publications and professional presentations.
- Experience working with rural communities.

Additional Eligibility Qualifications

Must have valid WV driver's license in good standing.

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.

This position will remain open until it is filled. However, first consideration will be given to applicants who reply by **August 14, 2026**.

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).

Hard copy applications may be sent to:

ATTN: Search Committee for **Program Leader, Family and Consumer Sciences (FCS)**
 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.

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

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