



# Extension Agent, Family and Community Wellness/ Burke/Divide Counties

<https://www.ndsu.edu/employment>  
Posting ID #2948133

Lead dynamic family and community wellness Extension programs in Burke/Divide Counties, North Dakota

NDSU

EXTENSION

**Position:** Full-time

**Salary:** Commensurate with education and experience.

**Benefits** include retirement plan and full coverage for family health insurance

**Location:** Bowbells, ND or Crosby, ND

### To apply

- Visit <https://www.ndsu.edu/employment/joblist>
- Search for Posting ID #2948133

### Direct questions to:

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District Director  
701-328-9716  
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## Position Information

The Extension agent will work collaboratively with a team of Extension, research professionals, county residents and leaders to provide science-informed education, collaboration and facilitation for the family and community wellness and 4-H youth development programs in Burke and Divide Counties.

This is a full-time position serving Burke and Divide Counties. The primary workstation for this position will be either the NDSU Extension-Divide County office located in Crosby, ND or the NDSU Extension-Burke County office located in Bowbells, ND. Supervision is provided by the Extension district director serving Burke and Divide Counties.

This position includes, but is not limited to, the following responsibilities:

### Educate

- Develop and enhance an effective family and community wellness program that supports the growth and development of healthy, sustainable communities, families and individuals. Programming may include adult development and aging, family and community health, wellness and nutrition for adult and youth audiences.
- Successful Extension programs require agents to:
  - Conduct needs assessment and issue identification that result in programs based on the needs of county residents.
  - Interpret and integrate pertinent research information into educational programs.
  - Develop expertise in subject matter competency area(s)
  - Plan, implement, deliver and evaluate educational programs.
  - Market and share impact of programming through mass and social media.
- Provide education and co-leadership for major county programs in 4-H and respective family and community wellness 4-H areas, in collaboration with the office team.

### Collaborate and Facilitate

- Develop strong working relationships with local Extension staff, state specialists, community leaders, media, local schools, partner organizations, and county fair or achievement day committees/boards to enhance family and community wellness programming and 4-H youth development.
- Collaborate with local teams to plan, coordinate, implement and evaluate the 4-H youth development program and ensure a safe, supportive environment for youth and volunteers.
- Assist with multicounty, regional and state activities in the family and community wellness and 4-H youth development program areas.

### Other

- Ensure compliance with federal, tribal, state, and local law, policies and procedures, including Civil Rights, youth protection and NDSU Human Resources.
- Be an active learner to keep relevant with new teaching strategies, advances in the professional field, technology, news and related research.
- Be self-directed with minimal supervision in the work environment.
- Some weekend and evening work is required.
- Travel within the county and occasional travel outside the county is required.
- Overnight trips are required on occasion for meetings, 4-H youth development activities and professional development.
- Perform other duties as assigned in support of Extension programming.

### Behavioral expectations include:

- Represents NDSU Extension in a manner that reflects well on yourself, other Extension employees and Extension as a whole.
- Work ethically, with integrity, and respects confidentiality.
- Contribute to an environment of cooperative, supportive and positive working relationships with co-workers and clientele.
- Resolve differences constructively. Uses tact and courtesy at all times.
- Use effective time management.
- Exhibit positive attitude, image, personal motivation and professionalism.

## Minimum Qualifications

1. Bachelor's degree in a human development, family & consumer sciences, education, health & nutrition, gerontology, or a related field.
2. The ability to develop and maintain effective working relationships with colleagues, partners, and stakeholders.
3. Basic computer skills and ability to use Zoom and Microsoft office programs such as Word, Excel, and PowerPoint.
4. Ability to work flexible hours including evening and weekend work activities, programs and events.
5. Ability to communicate effectively, both orally and in writing, with individuals, groups and through mass media.
6. Familiarity with various ethnic and socioeconomic audiences, an interest and ability to work with people of diverse backgrounds, and a commitment to the principles of diversity.
7. Valid driver's license and ability to meet travel requirements of this position.

## Preferred Qualifications

1. Master's degree in human development, psychology, family & consumer sciences, education, gerontology or health & nutrition.
2. Experience recruiting and managing volunteers.
3. Experience designing and delivering educational programs.
4. Recent Extension work experience.
5. Working knowledge of and experience with 4-H and/or other youth development programs.

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