ISU Extension and Outreach – Des Moines County
Program Coordinator

Under the direction of the Extension Council, the Program Coordinator will work to carry out the land grant mission of Iowa State University Extension & Outreach. This includes the coordination of educational programming; advancing the mission of the organization through marketing and public relations; development of new community partnerships; evaluation and reporting on program areas.

QUALIFICATIONS:
- Bachelor’s Degree preferred, Associates Degree required.
- Knowledge of the purpose and functions of Iowa State University Extension & Outreach, prior experience with Extension & Outreach preferred, but not required.
- Knowledge of Extension program subject matter: Agriculture and Natural Resources, Human Sciences, Communities and 4-H & Youth.
- Experience working with the public and community groups
- Excellent written and oral communication skills
- Computer literacy, experience with Mailchimp, Adobe Suite, Publisher
- Experience with social media marketing delivery
- Strong organizational skills
- Group facilitation skills
- Possession of a valid driver’s license and able to travel
- Ability to work flexible hours, including some evening and weekend meetings

The Program Coordinator will:
1. Support and promote Iowa State University Extension & Outreach (ISU Extension) and Des Moines County Extension by communicating with, and providing leadership to targeted community organizations and consortiums. Work to develop new community partnerships that will assist in meeting the needs of Des Moines County residents.
2. Coordinate programming and pursue funding and resources to support educational efforts. Serve as a liaison between county staff and ISU Extension personnel to ensure coordination of programs that fulfill the plans and goals of the Extension Council.
3. Oversee all communications and marketing efforts to ensure all brand guidelines are being followed and programs are being promoted. Manage all digital content including the county website, newsletters and social media sites and develop relationships with area media outlets to communicate the value of ISU Extension and Outreach programming with the public.
4. Assist Extension Council in needs assessment and the development and implementation of plans and goals with the end result of county programs.
5. Working with staff and stakeholders, prepare and/or ensure the timely preparation and submission of required reports.
6. Provide program coordination by working with county, campus and regional staff to provide innovative, driven educational programming.
7. Identify, recruit and assist in training community volunteers to carry out program components.
8. Perform other duties as assigned by the Extension Council

Salary Commensurate with Experience.

Applications accepted through March 1 or until filled. Provide resume, cover letter, three references, and application to jansmith@iastate.edu.