Position Announcement

Montgomery County Extension Program Coordinator

Date of posting: March 6, 2019
Application closing date: March 29, 2019
Target start date: To be negotiated

Purpose: The intent of this position is to maintain and expand the educational programming offered by Iowa State University Extension and Outreach in Montgomery County.

Time: 36 hours per week.

Responsibilities include but are not limited to:

- Maintain a close working relationship with the Regional Extension Education Director (REED), ISU Program Specialists and Montgomery County office staff.
- Reports regularly to the Montgomery County Extension Council.
- As assigned, supervise and coordinate county paid employees and conducts day to day management, including facility needs.
- Assisting the REED in coordinating work flow with ISU program specialists assigned to serve Montgomery County.
- Respond to client requests for technical assistance using information/services available from ISU Extension.
- Coordinates the marketing and implementation of all services and programs.
- Give specific support to the communities and economic development program, families and agriculture programs.
- Listen for emerging needs in the county, informing the Council and the REED of those ideas. Attends meetings, events and activities to represent the interests and resources available through the local Extension office.
- As directed, prepares grants, as well as work with others to help secure resources (volunteers, contracts, grants, and donations) to support identified needs at county level, and to manage those resources once obtained.
- Some travel required within the county and occasional overnight travel. Must provide own transportation.
- Other duties as determined in conjunction with the County Extension Council to meet the mission of Montgomery County Extension and Iowa State University Extension and Outreach.

Benefits included:

- This is a county paid position including IPERS.
- Competitive wage, commensurate with experience.

Requirements:

- Demonstrated experience in working with other organizations and volunteer management.
- Bachelor’s degree required with 3 to 5 years of related experience.
- Required to work outside of a normal work schedule. The successful candidate will be expected to manage their schedule to satisfactorily meet the requirements of the position including evening and weekend meetings.
- Excellent organizational skills, strong verbal and written communication skills, and computer skills.

Application procedure:

- Send cover letter, resume and application to Alan Ladd, Regional Director at aladd@iastate.edu or deliver to the Montgomery County Extension Office, 400 Bridge Street, #2, Red Oak, IA by March 29, 2019.