

JOB DESCRIPTION

Full-time – Pocahontas/Humboldt County Extension and Outreach Program Coordinator

The Program Coordinator provides leadership for county program development and needs assessment. The Program Coordinator serves as a representative of the Pocahontas County and Humboldt Extension Council to assess programmatic needs and works with Program Specialists to carry out those needs. The Program Coordinator will develop relationships with community partners to secure human capital and other resources. The position requires enthusiasm, initiative, adaptability to change, adaptability to a varying workload, interest in self-improvement, punctuality, efficiency and confidentiality. The Program Coordinator works in a team relationship with other staff members in the office. The Program Coordinator is an employee of and reports directly to the Pocahontas County Extension Council. This job will require some lifting and other physical tasks associated with carrying out our mission.

Qualifications

- Experience in a field related to families, agriculture, business, communities, and youth or 2 years relevant work experience
- Excellent computer and communication skills
- Needs high level of organizational skills
- Ability to problem solve, work on multiple tasks, skilled in customer relations and other abilities demonstrated through related work experiences
- Ability to present in front of large groups of people
- Ability to work collaboratively with other paid and non-paid staff; ability to take personal responsibility to help team efforts succeed
- Strong interpersonal and problem-solving skills in a team setting; ability to effectively manage conflicts
- Ability to represent and promote Cooperative Extension and programs through mass media and public relations/marketing skills
- Valid driver's license and reliable transportation
- Ability to pass the background screening to meet the Child Protection and Safety Policy
- Position requires hours outside of the normal business hours and may include county fair time and after hour meetings

Programming Responsibilities

- Provide leadership for existing and new programs
- Support comprehensive and research-based programming to meet county needs
- Coordinate with Regional Director and Extension Council to identify unmet needs of the county and initiate programming solutions and encourage collaborative programming within Extension
- Oversee education and communicate on program needs with program specialists using innovative and creative approaches to program development and delivery
- Identify innovative ways to meet under-served and under-represented audiences
- Secure resources to support identified needs at the county level.

- Maintain a positive working relationship with clients in the county.
- Provide monthly written summary report of county projects and project outcomes to Council
- Work with Council and Regional Director to develop long-term goals and strategic plans; and help identify, develop and implement programming priorities

The above is illustrative of the duties performed. It is expected that the Program Coordinator will perform all other duties as assigned by the extension council.

Employment Terms, Policies and Benefits

- Probation period of 90 days
- Full-time hourly position of 40 hours per week
- Vacation and sick leave
- Flexible work schedule
- Employer's share of Social Security, IPERS, and Medicare
- Health insurance to be determined
- Reimbursement for work-related travel expenses
- Subject to Pocahontas County Extension District personnel policies

This form is subject to change at any time upon Council approval.