

Position Description

Community Planning Extension Specialist

**Purdue University Extension
Department of Forestry and Natural Resources
Illinois-Indiana Sea Grant College Program**

Purdue University, West Lafayette, Indiana

Background Information

The Community Planning Extension Specialist is responsible for supporting and advancing sustainable communities programming efforts (<https://ag.purdue.edu/extension/scep>) for Purdue Extension and the Illinois Indiana Sea Grant (IISG) college program. The individual serving in this position will be part of a team that is providing outreach education and technical assistance to state, regional (multi-county) and county level community agencies and organizations across the state of Indiana and beyond. This is a regular 12 month, 100% time academic professional position located in the Department of Forestry and Natural Resources in West Lafayette, Indiana. The specialist will work with community decision makers, citizen groups and committees, state and federal agency officials, IISG and Extension staff, and university scientists to develop and deliver science-based publications, products, and programs relative to:

- planning and designing public spaces based on community input and goals
- education about land use planning at local, regional and/or watershed scales
- reduction of pollution and toxics reaching surface waters
- improving indicators of Great Lakes quality
- providing information and education to promote the development of sound policies and practices to improve local or regional environmental conditions

Other responsibilities include:

- as appropriate, developing financial resources to support programs through grant writing, sponsorships and cost recovery
- perform other duties that contribute to Illinois Indiana Sea Grant and Purdue University Extension programming as assigned

Required Qualifications & Experience

An earned masters' degree from an accredited institution of higher education in the field of urban and regional planning, landscape architecture or other closely related areas of study. The applicant is required to have a minimum of three years of experience working in a professional capacity in a university academic department, center or institute engaged in outreach/engagement activities, such as the Cooperative Extension Service or Sea Grant; state, regional or local community development organizations or government agencies; or other closely related organizations/agencies. Relevant experience in other related areas of work will be considered as well.

The person serving in this role will be required to travel throughout the state and at times, outside the state. A travel budget will be provided for all appropriate expenses. The person will be expected to work some evenings and weekends, as needed, to meet the educational and technical assistance needs of constituents.

Administrative Relationship

This position reports to the Department Head and Associate Department Head for Extension in the Department of Forestry and Natural Resources in collaboration with the Sustainable Communities Extension Specialist.

Required Skills/Abilities

- Experience working in urban and regional planning and/or the community development arena.
- Ability to develop, refine, deliver and evaluate research-based community and/or regional development programs targeted to key stakeholders.
- Ability to employ innovative teaching strategies in the delivery of educational programs.
- Capacity to build strong partnerships and relationships with relevant local and regional organizations and agencies.
- Commitment to work with, and seek the guidance of, university-based Extension and research faculty and staff.
- Ability to work with a diversity of people, organizations and communities in guiding the educational needs and opportunities of local and regional constituents.
- Excellent listening, writing, and public speaking/presentation skills.
- Ability to use technology for communication, information gathering, program delivery and reporting.
- Experience developing research-based planning or community development-related curricula or other educational resources for adult, non-credit educational environments.
- Ability to utilize facilitation and strategic planning strategies to guide communities and stakeholder groups through a decision making process that leads to an action plan with measureable impacts.

Additional Information

- This is a regular 12 month, full-time, benefits-eligible, non-tenured academic professional position.
- The expected start date is as soon as possible after the closing date.
- Purdue will not sponsor an employment related visa for this position.
- A background check will be required for employment.
- FLSA: Exempt (Not Eligible for Overtime)
- Retirement Eligibility: Defined Contribution Waiting Period.
- Purdue University is an EEO/AA employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply.

To Apply

Visit the Purdue University Human Resources career site at the following link: <http://bit.ly/1RktBhN>. Search for the Community Planning Extension Specialist position number 1600335. The closing date for applications is Friday, March 25, 2016.