

Michigan State University Extension

Extension Specialist - Community Economics and Data Management

East Lansing, MI on the Campus of Michigan State University

Michigan State University Extension programs assist local communities, counties, and regional agencies in efforts to add vitality and enhance sustainability through a variety of community and economic development efforts. The individual serving in this position will assist Extension work teams (e.g., Entrepreneurship, Homeownership, Government/Public Policy, Natural Resources, Tourism Teams) that provide outreach education and technical assistance to local, county, regional (multi-county) and state level governmental units, community/economic development agencies and organizations across the state of Michigan. The work of the Community Economics/Data Management Specialist position adds value to team efforts through the identification, retrieval and presentation of data to support decision-making and proactive community change efforts. Additionally the person in this position provides technical and educational assistance to both internal and external audiences on the use of data to support decision making.

These efforts are implemented primarily through the Greening Michigan Institute, one of the four programmatic institutes of MSU Extension. This position is based on the MSU campus, in East Lansing, Michigan.

Responsibilities Include:

- Develop and deliver customized comprehensive data reports that inform and assist local, regional and state decision-making efforts.
- Produce county-level economic and data profiles.
- Maintain a high degree of technical competency in primary and secondary data access, trend analysis, and the interplay between social, environmental and economic factors affecting a community's or region's well-being.
- Assist in strategic planning and facilitation, as appropriate, of government board planning and collaborative efforts.
- Provide information and opportunities for learning through mass media, group meetings, workshops, online learning and individual contact.
- Write grants, generate revenue and establish partnerships that leverage public, private and not-for-profit funds in ways consistent with MSU Extension policies, and which foster effective programming.
- Author educational materials on topics related to community economics, including mass media articles, fact sheets and/or Extension Bulletins.
- Maintain regular communications with key external audiences to identify topics of concern to them.
- Prepare and submit timely reports for as required for internal and external purposes.
- Participate in MSUE workgroup meetings, trainings, and other activities as appropriate.
- Be knowledgeable about, and implement, diversity and affirmative action principles to ensure commitment to pluralism at all levels of MSU Extension programming.
- Develop and follow a personal plan for professional development consistent with personal and organizational goals, participate in organizational meetings and other program activities as appropriate and needed.
- Gather and report programming outputs and impacts, to demonstrate program effectiveness and to guide future program priorities for MSUE, the Greening Michigan Institute and the work group aligned with;

- Understand and implements Civil Rights policies and procedures;
- Other duties or projects as assigned by the Institute Director.

Qualifications:

- Master's degree in geography, planning, public administration, public policy, economics or related field.
- Strong GIS/mapping skills.
- Capacity to manage and analyze large secondary data products.
- Knowledge of economic, community and/or regional development theories and practices.
- Strong interpersonal, oral and written communication skills;
- Experience and proven ability working productively with a team;
- Proficiency in use of technology (e.g. web research, Microsoft Word, Excel, PowerPoint, Outlook for mail/calendaring, distance technology, etc.) for day-to-day work and educational program delivery, record keeping, reporting, team-based communications and overall management;
- Demonstrated success in program development and delivery to diverse audiences/communities including but not limited to race, gender, socioeconomic class, disabilities and other differences;
- Proven ability in establishing and working with a diverse network of constituents and community members across race, gender, socioeconomic class, disabilities and other differences to assist with program development and outreach;
- Ability to lift and carry educational materials, equipment, etc. up to 25 lbs;
- Ability to regularly travel within the assigned area and surrounding communities, as well as occasional travel outside the assigned area in order to perform duties of this position.

Application Process:

Interested and qualified candidates should visit the Michigan State University jobs page at www.jobs.msu.edu and search for posting number 4743 to apply.

Applicants are asked to submit an up-to-date resume/CV and a cover letter that includes the names and email addresses of four professional references. Applications currently being accepted through March 17, 2017.

This is a full-time, fixed-term position reviewed annually for renewal.