

About the Job

Title: Extension Educator, Leadership and Civic Engagement

Job code: 9624CL Asst Ext Prof-Cmty Ldr/Cvc Eng

Employee Group: Academic Professional

Full/Part Time (FTE): Full time position

Regular/Temporary: Regular

Office location: Rochester Extension Regional Office; with some flexibility

Estimated salary range: \$70,000-\$80,000

Apply by: September 27, 2026

About the Job

Extension educators in leadership and civic engagement (LCE) lead the design, development, delivery, and evaluation of research-based Extension programs that support Minnesota communities. They serve as a subject matter expert in leadership development, civic education, placemaking, facilitation, and managing community conflict for regional and statewide audiences. LCE educators engage with communities to strengthen local leadership, create responsive tools and programs, and lead applied research that addresses current issues.

As a scholar-practitioner, the LCE educator is responsible for translating research findings into practical training and resources. They partner with community members to guide data-informed decision-making and scale effective programs, using impact assessments and related tools and share their expertise through publications, media, and professional presentations. The LCE educator builds relationships to identify local needs, exchange knowledge, and deliver responsive programming. They track and communicate outcomes to inform interested parties, support improvement, and pursue external funding and may also develop strategic partnerships to enhance programming and identify funding opportunities.

There is a focus for this position on development of resources and programming to support community-based tourism.

The educator reports to the program leader for leadership and civic engagement (LCE) and will collaborate with other educator colleagues, campus faculty, and Extension's Regional Directors.

Location and Work Environment

This educator will be in the Rochester Regional Extension office when not out programming and will primarily serve a [region of 10 counties](#) and the Native Nations that share that geography in southern Minnesota. Nearly every community is within 100 miles of Rochester. Many of the educator responsibilities are conducted in the surrounding communities, so the regional office space is available for planning time, high-speed internet, and connecting with other Extension staff who serve this area. Flexible office arrangements are possible, but this is not a fully remote position. Driving to partnering communities is expected and compensated.

Work Schedule

This is a full-time position with occasional evening and weekend work, depending on the needs of the program or project and the communities involved. Driving and travel for work is expected as needed. Overnight stays may be necessary 4 to 5 times a year, particularly for programs and projects outside of the region.

Primary Responsibilities

To meet the mission of Extension and the Department of Community Development, the leadership and civic engagement educator will:

Deliver educational programming (50%)

- Design, deliver, market, and evaluate educational programs, using appropriate strategies for the adult learner and in collaboration with the community. Work with team members to:

- Assess and understand the educational needs of the audience for each programming effort.
- Design instructional processes and strategies with clear links between learning objectives and course content.
- Create learning activities and strategies in a logical sequence to support the deepening of learners' knowledge and skills.
- Develop educational content and resources based on research and using a variety of methods.
- Implement educational programming that focuses on participant engagement and generative learning.
- Evaluate programming for continuous improvement.
- Design, adapt, and deliver leadership and civic engagement programming that addresses local, regional, and statewide needs.
 - An emphasis for this position will include working with elected officials, organizations, and community members to develop and deliver program resources that help people facilitate engagement in their communities around current and emerging tourism efforts.
 - Participating in a department Area of Excellence team focused on developing resources to support community-based tourism.
 - Working with campus resources, Humphrey School of Public Affairs, College of Design, and others) to identify resources and develop programming designed to enhance the skills of participants so they are better able to engage with complex issues in community settings.
 - Contribute to a repository of accessible resources across the state that can support educators and communities.
 - Provide community-based educational programming to strengthen the capacity of community leaders to plan for and manage change.
- Appropriately use technology to communicate, locate information, design and deliver education, evaluate, and report on program activities.
- Ensure an approach to all programming, including but not limited to, making sure Extension programs, facilities, and committees are accessible to all audiences.
- Provide program leadership, education, and management for programs as designated and appropriate.
- Deliver educational programming in both a virtual and in-person context.

Enhance scholarship (15%)

- Use best practices and inclusive research practices to measure, inform, evaluate, and strengthen leadership and civic engagement processes, especially related to facilitating dialogue and decision making around current and emerging community issues.
- Engage in scholarship that enhances our understanding about the practice of leadership and civic education in a community development context.
- Create practical knowledge that can impact real-life issues in Minnesota communities.
- Share research and new practical knowledge through academic journals, professional papers, posters, conferences, and other forums.
- Demonstrate progress on promotion criteria associated with Extension's promotion system.
- Continue professional development in leadership and civic engagement programming via conferences, additional graduate work, self-directed study, or other appropriate means of maintaining a high level of expertise.

Conduct outreach (25%)

- Develop and maintain effective local, regional, University, and statewide partnerships that further the development and delivery of Extension educational programs.
- Initiate community partnerships that support new or strengthened community engagement initiatives (e.g., outreach to new communities, agencies and rural populations).
- Contribute to a positive work climate and facilitate effective teamwork with LCE and department colleagues, regional office colleagues, advisory groups, audiences, and partners.
- Represent Extension through service on community and/or professional boards that are congruent with the area of expertise and professional goals. This includes civic groups, joint Extension-agency project committees, and other committees and task forces.

Administer programs and staff development (10%)

- Assume program support functions as needed, such as contract and/or fiscal management, data management, public relations, and marketing with department leaders and regional directors.
- Secure funds and resources to support educational programs through fee for service, third party reimbursement, grants, and other means.
- Actively participate in staff development and team activities within the LCE program area, the Department of Community Development, and Extension.
- Collaborate with the program leader to establish, evaluate, and report on annual work goals, activities, impacts, and outcomes that align with program area priorities.
- Manage professional performance systems, including annual performance review and professional plans of work.

Qualifications

Required qualifications

- Master's degree at the time of appointment in fields such as community development, leadership development or studies (personal and/or community), education, counseling or clinical psychology; and/or in public or civic engagement, public policy/urban planning, community studies, sociology, communication, peace studies, conflict resolution/transformation, community economics, adult learning, or a closely related field.
- One year of professional experience in a community development-related field. Relevant settings for this experience might come from higher education, adult education, Extension, state/regional/local government or development agencies, and community or interest-based organizations and/or foundations.
- Professional experience in establishing and maintaining effective working relationships with colleagues, partners, and stakeholders.
- Experience conducting outreach and forming coalitions, including experience with communities.
- The ability to apply research to educational program design, delivery, and evaluation.
- Experience in the use of educational technology and online learning platforms.
- Experience in group facilitation or individual coaching skills with adults.
- Evidence of ability to use technology and social media for communication, data collection and analysis, program delivery, and reporting.
- Evidence of ability to implement and meet administrative responsibilities necessary for effective project, budget, grants, and program management and implementation.
- Excellent written and verbal communication skills.

Additional Requirements

- Valid driver's license and own means of transportation with required liability insurance.

- When not in the assigned office location, employees must be reachable with a mobile number at the employee's own expense. That number will be published in the Extension staff directory.
- Must have reliable internet if/when working outside of assigned office location.
- Must be able to work on a computer for prolonged periods of time.
- Must be able to drive within the designated communities and provide in-person programming.
- Travel required to communities within 100 miles frequently.
- Ability to maintain a flexible work schedule, including occasional evening or weekend work, and overnight stays.
- Must be able to work in various building environments throughout the communities.

Preferred Qualifications

- Three years of related experience post-bachelor's degree in a community development context.
- Experience facilitating group processes in community settings.
- Experience in group facilitation and individual coaching skills with adults.
- Experience in the development of curriculum or adult education materials, adult pedagogy, or similar areas in an adult, non-credit educational environment.
- Training and experience in research ethics,
- Experience with best practices in online educational design and delivery.
- Experience applying research to positively address community problems.
- Demonstrated ability to quickly learn and continually develop

About the Department

University of Minnesota Extension is a major outreach arm of the University of Minnesota, a land grant institution with a mission to serve the public through applied research and education. Our mission is to make a difference by connecting community needs and University resources to address critical issues in Minnesota. Extension strives to attract and retain high-quality, passionate employees. Find further information on the [Extension website](#).

The Department of Community Development partners with communities to develop capacity, tools and programs that respond to community needs. Faculty and staff of the center specialize in community economics (CE), leadership and civic engagement (LCE), and tourism. Learn more about the Department of Community Development at <https://extension.umn.edu/community-development>.

LCE programs and applied research help communities strengthen social capital, develop and grow capacity for local leadership, civic engagement and productive public discussion, and collaborate and make decisions related to the public good. Learn more about the work of the leadership and civic engagement program at <https://extension.umn.edu/community-development/leadership-and-civic-engagement>.

Pay and Benefits

Pay Range: \$70,000-\$80,000; depending on education/qualifications/experience

Time Appointment: 100% Appointment

Position Type: Faculty and P&A Staff

Please visit the [Office of Human Resources](#) website for more information regarding benefit eligibility.

The University offers a comprehensive benefits package that includes:

- Competitive wages, paid holidays, and generous time off

- Continuous learning opportunities through professional training and degree-seeking programs supported by the [Regents Tuition Benefit Program](#)
- Low-cost medical, dental, and pharmacy plans
- Healthcare and dependent care flexible spending accounts
- University HSA contributions
- Disability and employer-paid life insurance
- Employee wellbeing program
- Excellent retirement plans with employer contribution
- [Public Service Loan Forgiveness \(PSLF\)](#) opportunity
- Financial counseling services
- Employee Assistance Program with eight sessions of counseling at no cost

While our salary ranges provide a framework, it is important to note that most of the time, the initial pay may not reach the maximum of the range. This approach ensures that compensation reflects the value and unique contributions of each candidate while maintaining equity within our organization. As part of our commitment to fair and equitable compensation, please be aware that the salary offered to incoming candidates will be based on their individual credentials and experience.

How To Apply

Applications must be submitted online. To be considered for this position, please click the Apply button and follow the instructions. You will be given the opportunity to complete an online application for the position and attach a cover letter and resume.

Additional documents may be attached after application by accessing your "My Job Applications" page and uploading documents in the "My Cover Letters and Attachments" section.

To request an accommodation during the application process, please e-mail jobcentr@umn.edu.

Employment Requirements

Any offer of employment is contingent upon the successful completion of a background check. Our presumption is that prospective employees are eligible to work here. Criminal convictions do not automatically disqualify finalists from employment.