



Classification: Extension Educator
Working Title: Community Economics Educator
Program Area: Community Vitality (CV)/Community Economics (CE)
Location: Marshall, MN or Worthington, MN
Review will begin: September 10, 2019; open until filled

ABOUT THIS POSITION

Extension educators meet program area outcome and impact goals through education, outreach, and applied scholarship and by leveraging University of Minnesota resources for and with communities. Community economics educators create and use applied research to help communities make decisions that strengthen the vitality of their local economies. This CE Educator is expected to have general skills in community economic development with specific skills in performing quantitative analyses such as IMPLAN and economic impact analysis (EIA) and related work as well as education, outreach and applied scholarship for educational programs such as Making It Home, Business Retention and Expansion, Business Succession and similar programs. The educator reports to the Program Leader for Community Economics (CE) and will collaborate with other educator colleagues and Extension's SE Regional Directors.

For information about specific Extension programs and initiatives, go to <http://www.extension.umn.edu/community/community-economics/>

REQUIRED QUALIFICATIONS

Education:

- Master's degree at time of appointment. Formal education should include significant coursework in applied, community or regional economics; business; public policy; planning and/or administration; economics; community development; sociology; geography; and/or a closely related field

Experience:

- No less than one (1) years of related professional experience post-bachelor's degree. Relevant settings for this experience might come from higher education, adult education, Extension, state/regional/local government or development agencies, community or interest-based organizations and/or foundations.

- Work experience and/or academic background in community development, economic development, civic engagement, facilitation, data analysis, program leadership or related area.
- Professional experience in establishing and maintaining effective working relationships with colleagues, partners and stakeholders.

Skills/Abilities:

- Skills and ability to utilize economic development research in educational program design, delivery and evaluation.
- Excellent written and oral communication skills in English.
- Knowledge, skills and the ability to engage in research sponsored by an academic unit and informed scholars in related fields.
- Evidence of ability to use technology for communication, information gathering, program delivery and reporting.

PREFERRED QUALIFICATIONS

- Ability to seek out, analyze, and communicate new information, data, and approaches that would be of use to community and economic development decision makers.
- Experience in using IMPLAN or other analysis tools to measure economic impact of industries.
- Experience with online teaching methods including Canvas or similar platforms
- A successful record of applying, conducting, and initiating research to inform community challenges and opportunities.
- Fluency at a basic, intermediate or advanced level in a language other than English such as Spanish, Somali, Hmong, or other language commonly spoken in Minnesota.
- Demonstrated success in working with individuals, organizations and communities, especially in Greater Minnesota and with a variety of cultural, ethnic, language and/or literacy backgrounds.
- Multiple years of related professional experience post-bachelor's degree. Relevant settings for this experience might come from higher education, adult education, Extension, state/regional/local government or development agencies, community or interest-based organizations and/or foundations.
- Experience in the development of curriculum or adult education materials, adult pedagogy, popular education or similar areas in an adult, non-credit educational environment.

- Knowledge and experience in the use of Web 2.0 and other internet technologies as related to community economics or development to achieve educational goals and community impacts. For instance, developing and sharing educational videos, marketing events via social media, creating interactive databases, soliciting consumer input via web surveys, or connecting stakeholders with social media tools, etc.
- Demonstrated intermediate skills in statistical analysis.
- Commitment to professional development.
- Ability to implement and meet administrative responsibilities necessary for effective project, budget, grants and program management and implementation.

LOCATION OF POSITION

This Community Economics Extension Educator will be based in either the Marshall or Worthington Regional Extension office and will primarily serve a region of 15 counties in southwestern Minnesota: Rock, Nobles, Jackson, Pipestone, Murray, Cottonwood, Watonwan, Lincoln, Lyon, Redwood, Brown, Yellow Medicine, Lac qui Parle, Chippewa, and Kandiyohi. The educator also serves as a member of a statewide program team that serves other regions and the entire state of Minnesota.

Marshall, population 13,700, is the county seat of Lyon County and the home of Schwan Food Company and Southwest Minnesota State University.

Worthington, population 13,000 is located on Interstate 90, 63 miles east of Sioux Falls, SD. It has a strong bio-science industry, good healthcare, and a healthy retail economy that serves the needs of a diverse ethnic population.

RESPONSIBILITIES AND PERFORMANCE EXPECTATIONS

Within the context of meeting Extension, Community Vitality, Community Economics missions and alignment with CE program frameworks and team priorities, the CE Educator will:

Deliver Educational Programming:

- Design, deliver, market and evaluate educational and developmental programs based in scholarly/scientific theory and research appropriate for the audience.

- Design, adapt and deliver programs that address local and/or regional needs, including those for new, diverse and historically underserved audiences.
- Assume program leadership, education and management roles as designated and appropriate.

Enhance Scholarship:

- Use and conduct scholarly/scientific research in the community economics area of expertise as a scholar practitioner.
- Continue professional development in scholarship/research and program development, and delivery via conferences, additional graduate work, self-directed study, and other appropriate means of maintaining a high level of expertise.

Conduct Outreach:

- Develop and maintain effective local, regional, university and state partnerships that further the development and delivery of Extension educational programs.
- Foster and contribute to a positive work climate and effective teamwork and collaboration with Center colleagues, regional office colleagues, advisory groups, audiences and partnerships.
- Represent Extension through service on county, community, regional and/or professional boards. This may include service to civic groups, joint Extension-agency project committees and other committees and task forces. All of these opportunities are expected to be congruent with area of expertise and professional goals.

Administer Programs and Staff Development:

- Assume program support functions as needed such as contract and/or fiscal management, data-management, public relations and marketing with Center leaders and Regional Directors.
- Secure funds and resources to support educational programs through fee for service, third party reimbursement, grants, and other means as outlined in the Community Economic program business plans.
- Collaborate with the Program Leader to establish, evaluate and report on annual work goals, activities, impacts and outcomes that align with program area priorities and demonstrate progress on criteria associated with promotion in Extension academic rank.
- Make contributions to the six promotion criteria, program

leadership, extension teaching, scholarship, engagement, program management and service.

BENEFITS/APPOINTMENT

- The Extension Educator position has an annual University academic professional appointment and Extension academic rank. Rank is assigned at hire contingent on education and professional experience and accomplishments.
- The appointment is reviewed for renewal annually, with continuation dependent on performance, results, availability of funds, and program needs.
- The position carries Extension academic rank. Successful advancement in rank is expected and contingent on accomplishments as an Extension Educator as governed by Extension's promotion system policies and procedures.
- University of Minnesota appointment and benefits, including health and life insurance. Benefits are listed on the University of Minnesota Human Resources web page: www.umn.edu/ohr/eb.
- Salary commensurate with education and experience.

TRAVEL

This position requires travel within the state and occasional work evenings and/or weekends. Successful applicant must provide his or her own means of transportation, maintain their driver's license, carry legally required vehicle insurance and have access of a cell phone.

About Extension and the Center for Community Vitality

ABOUT EXTENSION

The University of Minnesota Extension is a major outreach arm of the University of Minnesota, a land grant institution. The mission of the University of Minnesota Extension is: *Making a difference by connecting community needs and University resources to address critical issues in Minnesota*. More information is available at <http://extension.umn.edu>.

ABOUT COMMUNITY VITALITY

As one of four Extension centers, the Center for Community Vitality includes faculty, educators and staff specializing in Community Economics (CE), Leadership and Civic Engagement (LCE) and Tourism. Center for Community Vitality programs foster effective community decision-making and strengthen collaboration and leadership for the common good. The short mission statement is “Helping communities choose and create their desired future.”

LCE programs and applied research help communities strengthen social capital, develop and strengthen capacity for local leadership, civic engagement and productive public discussion, collaboration and decision making related to the public good.

The Tourism Center helps communities understand whether tourism could diversify a local economy and offers programs that help make tourism more successful.

Community Economics (CE) works with Minnesota communities as they develop their economic strategy, offering education, research, analysis and advice. With solid research and informed action, communities can chart courses that are realistic, well-informed, and supported by the community.

TO APPLY:

Please apply online via the Employment System at <http://www1.umn.edu/ohr/employment/index.html>
Search for Job Opening ID 332283

PLEASE ATTACH

Cover letter summarizing your strengths you will bring to this job.

Resume/Vitae

Names and contact information for three related professional references and college transcripts (unofficial transcripts are acceptable) will be required during the interview process.

If you have questions about applying online please contact:

Tiffany McMillan

Extension Human Resources

tiffmcm@umn.edu

For more information about this position contact: Bruce Schwartz, Program Leader, Community Economics, Center for Community Vitality, Rochester office telephone: 507-536-6308; email: bwschwar@umn.edu; Any offer of employment is contingent on the successful completion of a background check.

