

JOB OPENING

Extension Educator

Government and Public Policy – Washtenaw County/Ann Arbor

About Extension

Michigan State University Extension programs assist local government authorities and the general public in their understanding and decision-making in the context of “good governance” including the framework for government planning, finance, land use decisions, global economy, and civic engagement. The person in this position provides technical and educational assistance to local governments in a variety of areas including planning and zoning/land-use planning, intergovernmental cooperation, effective governmental meetings, governmental organization and other emerging local government and governance issues.

These efforts are implemented primarily through the Greening Michigan Institute Government and Public Policy Workgroup—a team of field and campus-based faculty, educators and specialists located throughout the state. This position is based in Ann Arbor, Michigan, Washtenaw County. Educational coverage responsibilities include south central Michigan and statewide programming support.

Three Key Elements

1. Engage with local governments in south central and southeast Michigan to address critical issues related to enhancing the built environment, budgeting and finance, land use and planning, and governance.
2. Design and implement, in conjunction with the Government and Public Policy Workgroup, high quality education programs customized to meet the unique needs of the region served.
3. Partner with local and regional organizations, such as regional planning agencies, county governments and others to determine needs and conduct effective cooperative educational efforts.

Job Responsibilities

- Plan, organize and implement Extension programs in government and public policy in the assigned programmatic region as part of the Greening Michigan Institute Government and Public Policy Workgroup.
- Assist in planning, organizing and implementing the Government and Public Policy Workgroup’s signature programs: Land Use/ Citizen Planner training program, New Economy training, Placemaking, County Commissioner training, and Leadership, and Fiscal Sustainability.
- Maintain a high degree of technical competency and scholarship in planning and zoning/land-use planning, local government budgeting and finance, global economy, and governance.

- Provide information and opportunities for learning through mass media, group meetings, workshops, online learning and individual contact.
- Author educational materials on topics related to land-use planning and “government governance” including budgeting and finance, placemaking, form-based codes, community walkability, governance leadership and the global economy, including written fact sheets, bulletins, mass media articles, web pages, video, social media, and scholarly journal articles.
- Prepare and submit timely reports for as required for internal and external purposes.
- Fully participate in Government and Public Policy Workgroup meetings, trainings, and other activities, including professional development trainings.
- Be knowledgeable about, and implement, diversity and affirmative action principles to ensure commitment to pluralism at all levels of MSU Extension programming.
- Support an inclusive locally-based approach to education that encourages local participation, and is aimed at building community-level capacity and empowering all interests.
- Engage with Extension professions in neighboring states, the North Central Region and nationally to share resources and develop multi-state Extension efforts.
- Seek grants and other external resources to enhance Extension program capacity in the region served, and as a Government and Public Policy workgroup member.
- Serve as a statewide resource for topics where the chosen candidate has developed specific in-depth expertise.
- Design, coordinate, support and/or teach educational programs of benefit to local government officials, including:
 - Delivery of regional and statewide workshops, as well as workshops via distance technology (as appropriate) including statewide teleconferences, webinars and produced videotaped programs
 - Work with local government associations to provide education for local government officials at their annual conferences and regional meetings
 - Maintain a close liaison with appropriate statewide local government organizations and associations, with special emphasis on education programs for municipal (i.e. city and village), township and county governments
 - Work with campus-based faculty and other specialists to develop educational programs for local government officials
- Actively participate in professional development opportunities;
- 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;
- Carrying 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;
- Understand and implements Civil Rights policies and procedures;
- Other duties or projects as assigned by the Institute Director.

Qualifications

- Master's degree in planning, public administration, public policy, economics or related field.
- Extension or similar experience in educational program delivery
- 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;
- Ability to create and carry-out a project plan from research of initial concept to project completion and follow-up;
- Experience with marketing/promotion of educational programs;
- 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;
- Understanding of and ability to implement Civil Rights principles and compliance standards.

Desired Qualifications

- American Institute of Certified Planner credential preferred but not required.

Special Instructions

This position is a full-time, end-dated appointment renewable annually based upon successful performance and continued funding.

To Apply

Interested applicants can apply by going to the Michigan State University jobs page at <https://jobs.msu.edu> and searching for posting #4322.

Application deadline is January 6, 2017

Applicants should include the names and contact information, including email addresses, of four professional references with the cover letter.

Questions

Please refer questions to Dr. David Ivan, Director, MSU Extension Greening Michigan Institute (517-432-7602; ivand@msu.edu) or Gina Flores, MSU Extension Human Resources (517-353-9251; flores35@anr.msu.edu).