



POSITION AVAILABLE IN MANKATO, MARSHALL OR WORTHINGTON, MN Extension Educator, Leadership & Civic Engagement

WHAT YOU WILL DO

- Work with a team of educators and engaged community members to co-create and deliver culturally relevant leadership and engagement programming for culturally diverse and underserved groups. Our goal is to support success for leadership and civic engagement in culturally diverse communities while embedding and uplifting emerging leaders' cultural practices.
- Develop and maintain effective working relationships and equitable partnerships with community organizations, groups and potential partners. Together, collaborative efforts will enhance the development and delivery of leadership and civic engagement educational programs in associated communities.



BENEFITS OF WORKING FOR THE UNIVERSITY OF MINNESOTA EXTENSION

- Competitive salary
- Full health and other benefits
- University of Minnesota tuition benefits
- Training and development opportunities

WHO IS RIGHT FOR THE JOB?

- Demonstrated experience working in diverse communities;
- A bachelor's degree in a field such as education, psychology, communication, leadership, sociology, public policy, etc.;
- Experience working in and understanding the diversity of values, practices and beliefs across cultures;
- Experience in delivering education (informal, formal, community, etc) or community organizing;
- Experience planning, teaching and organizing events;
- Ability to implement and meet administrative responsibilities related to effective project, budget, grants and program management;
- Bilingual (English and Spanish);
- Computer skills (Microsoft Word, PowerPoint, email, etc.);
- Valid driver's license and reliable vehicle with required liability insurance, to be utilized for frequent travel within Minnesota and infrequent travel outside Minnesota;
- A personal cell phone that can be used, as needed, for work purposes;
- The ability to maintain a flexible work schedule, including some evenings and weekends.

WHO ARE WE?

Extension is a leader of community engagement at the University of Minnesota. We make a difference by connecting community needs and University resources to address critical issues in Minnesota. The Leadership and Civic Engagement Team provides educational opportunities to strengthen leadership capacity in communities. Find further information about Extension at <https://extension.umn.edu/>.



RESPONSIBILITIES

Community Outreach: 40%

- Build trusted relationships and partnerships with new, culturally diverse community members and leaders;
- Support the development of leadership and civic engagement programming in collaboration with community members and local leaders;
- Lay the groundwork for community members and leaders to empower themselves to develop strategies that initiate positive change;
- Foster and contribute to a positive work climate and effective teamwork and collaboration with internal and external groups.

Community Education: 50%

- Assess needs and existing resources of culturally and ethnically diverse communities by working with key community leaders and organizations;
- Collaborate with program team members and community members to design and deliver culturally responsive, informal and formal education tools and resources;
- Market/promote community education and training using a variety of methods;
- Teach workshops and trainings and facilitate community conversations;
- Remain current with research in the field;
- Contribute to scholarship through the development/sharing of materials and integration and application of knowledge.

Administrative Tasks: 10%

- Use technology to communicate, locate information, design, deliver evaluate and report programs;
- Complete required forms, track activities and complete expense forms in a timely manner;
- Assist with creating and delivering written and verbal reports as required by stakeholders and funders;
- Attend staff development meetings.

HOW CAN I APPLY?

Job Opening ID: 328671

Applications must be submitted online. Please apply at: <https://hr.myu.umn.edu/jobs/ext/328671>

To be considered for this position, please click on the Apply button and follow the instructions. You will be given the opportunity to complete an online application for the position.

Please include the following attachments with your online application:

- Cover letter;
- Resume/vitae;
- Three professional references and transcripts for all college work (unofficial transcripts are acceptable) may be required during the interview process;
- Additional documents may be attached after the application by accessing your "My Job Applications" page and uploading documents there.

For questions about applying online, contact:

Tiffany McMillan,
Extension Human Resources
Email: tiffmcm@umn.edu

For questions about this position, contact:

Holli Arp, Program Leader
arpxx001@umn.edu or call 507-360-1004

Application Review: February 24, 2019 initial deadline; open until filled

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.