



Hubbard County Extension Educator

POSITION DESCRIPTION

Title:	Extension Educator – Natural Resources/Home & Community Horticulture
Half-time (50%) Position:	Funded by Hubbard County
Capacity/Program Area:	Food, Agriculture and Natural Resource Sciences
Location:	201 Fair Ave Park Rapids, MN 56470-3286
Application Deadline:	Initial review of applications will begin June 19, 2009. Applications accepted until the position is filled.

ABOUT EXTENSION

The 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. 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.”*

ABOUT THIS POSITION

This Educator will focus on providing water quality education around nutrient, pesticide, shore land and conservation management to property owners (recreation, home, agricultural), lake associations, local leaders and others. The position will also work with home and community gardeners regarding all areas of horticulture education as well as give supervision to the county Master Gardener program. The individual will be responsible for development and delivery of educational programs. Potential partners include MN Department of Agriculture, Soil and Water Conservation District, Watershed districts, USDA-Natural Resources Conservation Service, and lake associations.

This position is accountable to the Program Leader for Local Positions in Food, Agriculture, and Natural Resource Sciences for program direction, performance evaluation and personnel actions.

RESPONSIBILITIES AND PERFORMANCE EXPECTATIONS

- Develop and maintain effective regional, university and state partnerships with agencies such as the Minnesota Department of Agriculture, U of M Master Gardeners, NRCS, Hubbard County SWCD, Lake Associations, Watershed districts, and other U of M departments and Extension staff.
- Provide assistance and education in the areas of shore land, nutrient, pesticide, and conservation management planning. The development and delivery of this educational program can be

accomplished through the use of one-on-one meetings, workshops, demonstrations, news columns and other activities.

- Provide assistance to property owners with the implementation of developed plans.
- Work cooperatively with industry professionals to achieve the goals of this program.
- Design and develop water quality demonstrations and education programs in cooperation with the above agencies.
- Evaluate and document property owner participation in the program on an annual basis. Prepare records and reports summarizing work accomplished. Perform other related duties as required or apparent.
- Use technology for educational delivery, reporting, and communication information.
- Foster and contribute to a positive work climate with colleagues, advisory groups, audiences and partnerships.
- Ensure that Extension programs, facilities, committees, and employment opportunities are accessible to new, diverse, and historically underserved audiences to the extent necessary in this position.

QUALIFICATIONS

Education: Bachelor's degree required; Master's degree preferred. At least one degree in a field related to the natural resource/horticulture area is required (soils, horticulture, environmental science, water resource management, conservation stewardship, agriculture education or forestry)

Experience: Previous experience as an Extension professional or related educational position with teaching experience in one of the above fields is preferred.

Skills/Abilities: Excellent oral and written communication skills are required. The ability to develop and maintain effective working relationships with colleagues, partners and stakeholders is required. Basic computer skills are required; experience working with Microsoft Office programs is necessary (Word, Excel and powerpoint). A working knowledge of grant program management and grant writing skills preferred.

APPOINTMENT/BENEFITS

1. The Extension educator position is an annual University academic professional appointment. Renewal is dependent on local funding, program need, performance and results.
2. Benefits package available with .75 FTE or greater appointment. *There is no benefits package available with this 0.5 FTE position.*
3. Reimbursement for travel and subsistence is available in accordance with University policy. (Must provide own means for traveling throughout the state and legally required vehicle insurance.)
4. Salary commensurate with education and experience.

TO APPLY

Please attach your cover letter; resume or vita at <https://employment.umn.edu/applicants/Central?quickFind=78721>. Three professional letters of reference, and transcripts for all college work (unofficial transcripts are acceptable) are also required to complete your application. To submit three professional letters on-line; you can

attach them to the "references" section of the "optional documents." To submit your unofficial transcripts on-line; you can attach them to the "Additional Document" section of the "optional documents".

Three professional letters of reference and your unofficial transcripts that can not be submitted online should be sent to or if you have questions about applying online please contact:

Naaz Babvani
Extension Human Resources
260 Coffey Hall, 1420 Eckles Ave.
University of Minnesota
St. Paul, MN 55108
Telephone: 612-624-3717
Fax: 612-624-7749
babva001@umn.edu

For questions about the position, contact:

Nathan Johnson, Program Leader
Food, Agriculture and Natural Resource Sciences
1307 3Rd St. NE
Suite 102
Roseau, MN 56751
Telephone: 218-463-0291
Fax: 218-463-0297
Johns854@umn.edu

APPLICATION DEADLINE

- Applications accepted until the position is filled.
- Initial review of applications will begin June 19, 2009

*To check the status of your application, log-in to the University of Minnesota employment website at <https://employment.umn.edu/>. To log-in, you will need the user name and password you create when you apply for the position.

**Any offer of employment is contingent on the successful completion of a background check.

The University of Minnesota Extension is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status or sexual orientation.