



COLORADO STATE UNIVERSITY EXTENSION

Job Vacancy #46-19 **Area Extension Agent** **4-H Youth Development/Livestock** **Golden Plains Area, Phillips County, Holyoke, CO**

We are committed to increasing the diversity of our staff and providing culturally responsive programs and services. Therefore, we encourage responses from people of all backgrounds and abilities. We invite you to review Colorado State University's Principles of Community that guide our mission and vision of access, teaching, service and engagement. <http://diversity.colostate.edu/principles-of-community>.

Phillips County is located on the eastern plains of Colorado and has an agriculturally based economy with dryland and irrigated crop enterprises and beef and swine livestock enterprises. Holyoke is the county seat for Phillips County. The county is situated along the Nebraska state line and is traversed by Highway 6, 385 and State Highway 59 with I76 easily accessible. Denver and northern Front Range cities are a two-and-a-half-hour drive away. Sterling, Brush and Fort Morgan are trade centers within 80 miles of Holyoke.

The Golden Plains Area is a partnership between Kit Carson, Phillips, Sedgwick, Washington and Yuma counties. Extension agents and program associates from the five offices across the Area deliver diverse programming and work cooperatively with some of Colorado's most progressive agricultural producers and related agencies. The Area's predominate feature is its High Plains location above the Ogallala Aquifer accommodating deep well, center pivot irrigated crop production. Agriculture serves as the economic base for the area. Livestock production is a major economic influence with numerous cow/calf and large confined animal feeding operations (beef and pork) located here. The Area also has significant acres of dry land crops and rangeland. The natural resources that support the agricultural industry also support plentiful outdoor wildlife and recreational activities.

For more information regarding the Golden Plains Area Extension, go to <http://goldenplains.extension.colostate.edu/>. For more information regarding Extension at Colorado State University, go to <http://extension.colostate.edu/>.

APPLICATION PROCESS AND DEADLINE: For full consideration, all materials must be **RECEIVED no later than 11:59 PM Mountain Time on Tuesday, December 17, 2019**. Please submit the following to <https://jobs.colostate.edu> to apply:

- Resume
- Cover letter
- Transcripts of college(s) course work **showing degrees conferred**. Please remove all references to birth date or social security number prior to submission. Only one document upload is allowed, no larger than 9 megabytes. Please convert all transcript pages into one PDF File to upload.
- Please note, contact information for 4 professional references will be requested of applicants should you move forward in the interview process.
- Special Required Documentation:
 - Statement (no more than 5 pages) of how you meet all the "Required" and "Preferred" criteria listed in the Vacancy Announcement. Please respond to each bullet point separately. Only one document upload is allowed, no larger than 9 megabytes. Please convert your Statement pages into one PDF file.

For questions regarding the application process, contact the Office of Equal Opportunity at (970) 491-5836 or email oeo@colostate.edu. For questions regarding the job vacancy, responsibilities, and salary, please contact Dennis Kaan at (970) 345-2287 or dennis.kaan@colostate.edu.

Candidates moving forward in the process will be contacted within 15 working days after the deadline. Next steps and interview dates will be shared at that time.

PURPOSE OF POSITION: The individual in this position works as a member of a team of County and Colorado State University Extension professionals. This individual is an employee of Colorado State University and works under the supervision of the Golden Plains Area Extension Director. 4-H agents in the area will provide day-to-day support. The individual will provide leadership, guidance, direction and assistance in the development and implementation of the overall 4-H Youth Development program in Phillips County and subject matter support for youth livestock projects in the 4-H program area.

ESSENTIAL JOB DUTIES

Program Planning, Development, Delivery, Evaluation and Reporting: 45%

- Provide overall leadership for the Phillips County 4-H Clubs and outreach programs; work closely with other Extension staff in the Golden Plains Area to assess needs, develop plans and identify resources for developing, organizing, implementing and evaluating the total 4-H program.
- Work closely with other Extension agents and program associates to provide bi-county, non-credit educational programming in the 4-H programs.
- Work cooperatively with 4-H and Livestock Agents to provide appropriate educational opportunities to 4-H/Youth development livestock project leaders and/or members to ensure integration of current best management practices, legal requirements and meat quality assurance into the 4-H livestock programs.
- Provide leadership and assistance with other activities as assigned.
- Actively participate in one or more Extension work teams to provide 4-H/livestock expertise for program and information development, delivery and evaluation efforts statewide.
- Provide program and information delivery support to colleagues in area(s) of specified expertise as appropriate.
- Seek out and manage external funding sources to support programming efforts, practice cost recovery.
- Use entrepreneurial skills to find or generate external funding sources (grants, contracts, gifts, sponsorships, user fees, etc.) to help support programming efforts.
- Prepare and manage the Phillips County 4-H Council budget (\$9,000 annually) including support for cost recovery and revenue generation. Raise and oversee non-appropriated funds (grants and donations) to build and expand county 4-H programming.
- Provide administrative and program leadership for strategic delivery of Extension educational programs in Phillips County and the Golden Plains Area and support efforts to program across multiple counties.

Note: % of job assigned to this duty may be changed as the program develops.

Initiate and Develop Relationships and Partnerships: 30%

- Support and build relationships with groups or committees such as human service, health, and economic business development-related organizations, etc.

- Work with advisory committees, community leaders, area agencies and non-profits to continually assess conditions and develop effective plans of work providing measurable program outcomes.
- Actively participate on Extension work teams to help focus and develop regional and statewide program efforts.
- Develop and maintain a close working relationship with the Board of County Commissioners and county employees.
- Work closely with the Phillips County Fair Board and Superintendents preparing for the Phillips County Fair livestock shows.
- Maintain effective communication and develop strong partnerships with appropriate county staff, Colorado State University personnel and departments, community leaders, and county agencies/organizations to enhance strong program development, delivery and evaluation.
- Build and innovate an environment of teamwork and collaboration within the office, in the county as well as with external partners.
- Promote and represent Extension and Extension programming throughout the community and within Phillips County government and the Golden Plains Area; engage staff to do the same.
- Assure compliance with civil rights and affirmative action policies including reaching out to underserved and underrepresented audiences.

Note: % of job assigned to this duty may be changed as the program develops.

Volunteer Recruitment, Development and Management: 25%

- Provide leadership and support for active, ongoing adult and youth volunteer programs including volunteer recruitment, selection, orientation, education and training, motivation, evaluation, recognition and support.
- Provide leadership opportunities and training for 4-H leaders that will increase their effectiveness in working with youth and retain their commitment as volunteer leaders over sustained periods of time.
- Maintain effective communication with Colorado State University personnel, community leaders, and other agencies/organizations to enhance strong program development, delivery and evaluation.

Note: % of job assigned to this duty may be changed as the program develops.

SALARY: Starting salary will be \$42,000.

REQUIRED JOB QUALIFICATIONS:

- Completed bachelor's degree.
- Degree must be conferred in agriculture, animal science, natural sciences, youth development, education, agricultural education or a closely related field.
- A successful candidate without a completed master's will be required to complete a master's degree relevant to their Extension position within 5 years from the start of employment. Failure to do so will result in termination unless a compelling reason is accepted by the Vice President for Engagement and Extension.
- Background, work experience, coursework, or degree that demonstrates expertise in livestock production.
- Course work or prior experience or evidence of capacity to conduct effective educational programs for both youth and adult audiences.
- Demonstrated skill working with people as individuals and in groups.
- Demonstrated leadership ability.
- Understanding of different ethnic and socioeconomic audiences, commitment to include diverse voices in program prioritization and planning, and a commitment to developing and delivering both inclusive and targeted programming.
- Evidence of drive and initiative. Must be a self-starter.
- Ability to communicate through teaching, public speaking/presentation and writing as demonstrated through application materials and experience.
- Demonstrated use of technology in managing and/or delivering educational programs.
- Personal or professional commitment to diversity as demonstrated by persistent effort, active planning, allocation of resources and/or accountability for diversity outcomes.
- Must have a valid driver's license or the ability to obtain a driver's license or access to a licensed driver by the employment start date.

PREFERRED JOB QUALIFICATIONS:

- Completed master's degree relevant to the position, at start date.
- Experience in audience needs identification, educational program development, and evaluating results of programs and projects.
- Knowledge of agencies working specifically with youth livestock programs.
- Skill in the recruitment, training and management of volunteers.
- Demonstrated ability to work with the mass media.
- Knowledge and experience with various methods of conflict resolution and facilitation.
- Appreciation for rural life-style.
- Knowledge of and familiarity with Extension, 4-H Youth Development and the land-grant university system.
- Ability to speak Spanish.

BENEFITS: Based on full-time employment. Twenty-four working days vacation each year, 15 days sick leave. Enrollment in group health, life and accident insurance, various retirement plans, work injury benefits, and disability insurance are all available. Available personal transportation required, travel allowance provided. A full description of benefits is available at: <http://www.hrs.colostate.edu/benefits/>.

Colorado State University provides employees with up to 9 credit hours of tuition assistance annually; guidelines are available at: <https://tinyurl.com/yct2wxc4>.

Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy and will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The [Office of Equal Opportunity](#) is located in 101 Student Services.

The Acting Title IX Coordinator is the Assistant Vice President for Student Affairs, 201 Administration Building, Fort Collins, CO. 80523-8004, (970) 491-5312.

The Section 504 and ADA Coordinator is the Associate Vice President for Human Capital, Office of Equal Opportunity, 101 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-5836.

BACKGROUND CHECK: Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.

Application process and additional information may be obtained at <http://jobs.colostate.edu/postings/72987>