



# COLORADO STATE UNIVERSITY EXTENSION

**Job Vacancy #21-21**  
**Area Extension Agent**  
**Family & Consumer Sciences**  
**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.

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. Phillips County is home to 4,278 people with two school districts in the county.

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, families and community related agencies. The natural resources that support the agricultural industry also support plentiful outdoor wildlife and recreational activities. For more information about the Golden Plains Area Extension, go to: <http://goldenplains.extension.colostate.edu/>. For more information about Extension at Colorado State University, go to: <http://extension.colostate.edu/>.

Colorado State University encourages professional development and provides an [Employee Study Privilege](#) with up to 9 credit hours of tuition assistance annually.

**APPLICATION PROCESS AND DEADLINE:** For full consideration, all materials must be **RECEIVED no later than 11:59 PM Mountain Time on Monday, August 2, 2021**. Please submit the following to <https://jobs.colostate.edu> to apply:

- Resume
- Cover letter
- Transcript of college(s) course work **showing degrees conferred**. Please remove all references to birth date or social security number.
- Special Required Documentation - Statement (no more than 5 pages) of how you meet all applicable "Required" and "Preferred" Job Qualifications. Please respond to each bullet point separately.

All applicants will be contacted approximately 15 working days after the deadline regarding their status. Next steps and interview dates will be shared to those moving forward. Four professional references will be requested of applicants that advance in the interview process.

For questions regarding the application process, contact the Office of Equal Opportunity at (970) 491-5836 or email [oeo@colostate.edu](mailto:oeo@colostate.edu). For questions regarding the job vacancy, responsibilities, and salary, please contact Joy Akey at (970) 332-4151 or [Joy.Akey@colostate.edu](mailto:Joy.Akey@colostate.edu).

## **PURPOSE OF POSITION**

Colorado State University Extension and the Northeast Region are seeking a professional with the experience and skills to lead a diverse and inclusive Family and Consumer Science program. This individual will be responsible for partnering with and working through a variety of county and community partners to assess needs, plan, coordinate, deliver and evaluate programming to meet local needs in human, family, and community development; family financial stability; food safety and preservation; nutrition, health, and wellness as they relate to youth, individuals, families, and communities. The person will have a proven record of accomplishment of developing and managing volunteers, building program capacity, creating innovative programming opportunities, and fostering both internal and external collaboration and teamwork. The individual in this position works as a member of the local Extension team and as a local representative of Colorado State University and the County. This individual works under the supervision of the Northeast Regional Extension Director.

## **ESSENTIAL JOB DUTIES**

### **Program Planning, Development, Delivery, Evaluation and Reporting: 60%**

- Provide leadership for an actively engaged family and consumer science program in Phillips County. Seek out and develop local relationships, identify priority programming opportunities and develop, deliver, facilitate, evaluate and report outcomes to stakeholders.

- Actively work with local, area, and state food safety program teams and related Program and Reporting Units to develop, deliver and integrate food safety and food preservation education into programming for families, consumer and cottage food audiences, producers/growers, and/or commercial enterprises.
  - Develop, market, deliver and evaluate non-credit educational family, youth and consumer sciences programming in response to locally identified needs in Phillips County.
  - Provide 4-H youth development leadership and general resource support, as part of the Phillips County Extension team, for family and consumer science, school enrichment and outreach programs for youth.
  - Actively engage in community by developing relationships, facilitating programming, guiding conversations, promoting teamwork, and integrating university resources as appropriate to assist the community in addressing needs and interests. Maintain flexibility to address changing needs.
  - Actively participate on Extension program and reporting teams to help focus, develop and implement local, area/regional and statewide program efforts.
  - Collaborate with other Extension staff to incorporate family and consumer science, community engagement and other expertise into community program efforts.
  - Effectively communicate program direction, engagement and program outcomes to diverse county stakeholders. Develop means to ensure programming compliments and supports the counties' strategic plans.
  - Participate in professional development opportunities as appropriate or required by the position.
- Note: % of job assigned to this duty may be changed as the program develops.

**Initiate and Develop Relationships and Partnerships: 30%**

- Participate in, convene and/or facilitate focus groups, coalitions, advisory groups and diverse community groups to build community capacity and interdisciplinary programming.
- Support and build relationships with groups or committees such as the county fair and fairboard.
- 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.
- Develop strong working relationships and coordinate resources, programming and research with other Colorado State University and Extension personnel/staff, community leaders, County government, agencies, and institutions to enhance program development, delivery, and evaluation and reporting.
- Develop and partner in opportunities to generate external funding sources (grants, contracts, gifts, sponsorships, user fees, etc.) to help support programming efforts.
- 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 and Management: 10%**

- Recruit, train and support volunteers to extend nutrition, food preservation and /or, food safety research based information and/or programs to consumers. Work to recognize and retain their services over time.

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

**SALARY:** The salary range for this position is \$42,000 – \$72,000. Starting salary will be commensurate with education and experience.

**REQUIRED JOB QUALIFICATIONS:**

- Completed bachelor's degree.
- Degree must have been conferred in family and consumer sciences, food science and human nutrition, public health, food safety, financial resource management, human development, or closely related field. Course work and/or professional experience must provide a broad and significant understanding of family and consumer science topic and program areas.
- 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 of Engagement and Extension.
- Experience or coursework in conducting educational programs for both youth and adult audiences.
- Ability to communicate through teaching, public speaking/presentation and writing as demonstrated through application materials and experience.
- Demonstrated experience working with people as individuals and in groups; ability to forge equitable and successful partnerships with other professionals and organizations.
- Demonstrated use of technology in managing and/or delivering educational programs.
- Evidence of drive, initiative, and leadership skills.
- 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.
- Training or experience in geriatrics, family financial budgeting and management, and nutrition (food preparation and handling safety).
- Course work, professional experience and/or background in food systems, on-farm food safety, farmers markets, cottage food production, and/or production agriculture.
- Experience in the recruitment, training, and management of volunteers.
- Ability to work effectively as a member of a multi-disciplinary team to affect change or obtain desired outcomes.
- Experience and familiarity with mass media and electronic communications (TV, Internet, radio, newspapers, on-line education, social media).
- Experience in identifying audience needs, developing programs and evaluating impacts of programs.
- Knowledge of and experience with methods of conflict resolution, facilitation, and public issues education.
- Demonstrated ability to generate extramural funds (grants, contracts, and cost recovery efforts).
- Bilingual and biliterate in English and Spanish.

**BENEFITS:** Colorado State University is committed to providing employees with a strong and competitive benefits package that supports you, your health, and your family. Visit CSU's Human Resources website for detailed benefit plan information for permanent full-time and part-time faculty and administrative professional employees in the following University benefit areas. <https://hr.colostate.edu/wp-content/uploads/sites/25/2021/01/benefits-summary-afap.pdf>.

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 Vice President for Equity, Equal Opportunity and Title IX, 123 Student Services Building, Fort Collins, CO. 80523-0160, (970) 491-1715, [titleix@colostate.edu](mailto:titleix@colostate.edu).

The Section 504 and ADA Coordinator is the Vice President for Equity, Equal Opportunity, and Title IX, 101 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-5836.

**BACKGROUND CHECK:** Colorado State University strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, CSU conducts background checks. The type of background check conducted varies by position and can include, but is not limited to, criminal history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will also be conducted when required by law or contract and when, in the discretion of the University, it is reasonable and prudent to do so.

**Application process and additional information may be obtained at <http://jobs.colostate.edu/postings/89738>**