

Job Description
Extension Educator

Function

Provide leadership in determining needs, establishing priorities, and in developing, marketing, implementing, evaluating and reporting educational programs in assigned geographic and program areas, and in alignment with the program area's vision and goals. Facilitate the application of research-based knowledge and information from the University of New Hampshire, the nationwide Land-Grant System and other sources of reputable research.

Responsibilities

1. Program Development & Evaluation

Develop and/or implement and evaluate educational programs specified in individual and county Plans of Work in accordance with the state Plan of Work, using effective program development and evaluation tools and under supervision of the Program Leader.

Involve specialists, the Cooperative Extension County Advisory Council and other advisory and support groups, agencies, organizations and co-workers in the educational program development, implementation and evaluation process as appropriate.

Cooperate with colleagues to support, develop, implement, evaluate and report interdisciplinary programs.

Cooperate with colleagues to develop, implement, evaluate and report multi-county and statewide programs to enhance quality and cost-effectiveness.

Prepare accomplishment and impact reports required by Cooperative Extension, County Advisory Council, county government, partners and funders.

Respond to requests for educational information from the general public and make referrals as appropriate.

Serve on internal and external boards and committees at the county, state or multi-state level, as appropriate, to enhance programs and the educator's professional competence.

Establish and manage a system for recruiting, training and involving volunteers where appropriate to assist in developing, conducting and evaluating educational programs and activities in accordance with the UNH Cooperative Extension Volunteer Management System.

Develop and implement a Professional Development plan to enhance competence in assigned subject area, teaching methods, group process, leadership, facilitation and organizational skills.

Adhere to the policies and spirit of Civil Rights/AA/EEO.

Balance action and reflection in program development, implementation and evaluation.

2. Engagement & Outreach

Develop and/or implement county, multi-county and state marketing strategies to promote UNH, UNH Cooperative Extension and related programs in accordance with the organization's marketing policies.

Build and maintain partnerships with county and state agencies and other groups and organizations as appropriate.

Build relationships with elected and appointed officials.

3. External Funding & Fiscal Management

In consultation with the Program Leader and in accordance with UNH and Cooperative Extension external funding guidelines seek external funding to enhance programs and achieve educational goals.

Participate in grant funded projects led by specialists or educator colleagues as appropriate and approved by the Program Leader.

4. Communications

Demonstrate effective interpersonal verbal and written skills.

Make effective use of the media and computer/electronic technology in educational program delivery and in disseminating educational information to the public.

Demonstrate effective problem solving skills.

Build strong linkages and teamwork with county and specialist colleagues.

Maintain ongoing communication with the Program Leader and program area specialists, and keep them fully apprised of county issues, programs and accomplishments.

5. Organizational Support

Serve as County Office Administrator as advised by the Program Leader and Assistant Director, County Operations.

Support the County Office Administrator in the performance of her/his duties and accept appropriate delegated responsibilities.

Serve in UNH Cooperative Extension organizational leadership or committee roles.

Welcome new staff and help them be successful. Orient, mentor and supervise staff as appropriate.

Provide input into the evaluation of specialists and co-workers.

Contribute to the implementation of the UNH Cooperative Extension Strategic Plan.