



Job Description: Extension Field Specialist

Role:

Provide leadership in determining needs, establishing priorities, and in developing, marketing, implementing, evaluating and reporting educational programs in assigned Area of Expertise (AoE) , and in alignment with the program team's vision and goals (as outlined in the program business plan). 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.

Educational Programming

1. Provide specialized, in-depth subject matter or other proficiency in a given AoE.
2. Work closely with field specialists and program coordinators under the AoE to ensure that the program team provides high impact, relevant educational programs to the people of New Hampshire.
3. Although housed in a local office, Extension Field Specialists are expected to work regionally and sometimes state-wide on programming within their AoE discipline.
4. Ensure programmatic involvement of under-served and under-represented audiences and that all educational programming is conducted in full accordance with civil rights, Equal Employment Opportunity (EEO), Affirmative Action (AA) and Americans with Disabilities Act (ADA) policies and procedures.
5. Cooperate with colleagues to support, develop, implement, evaluate and report regional and statewide programs to enhance quality and cost-effectiveness.
6. Respond to requests for educational information from the general public and make referrals as appropriate.

Personnel/Volunteer Supervision and Management

1. Provide supervision and performance management for assigned program coordinators.
2. Orient, mentor and supervise staff as appropriate.
3. Provide input into the evaluation of state and field specialists and co-workers as appropriate.
4. 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.

Program Development and Evaluation

1. Work with other field specialists and program coordinators to complete impact reporting and program evaluation under the direction of the AoE Chair and program team leader.
2. Involve state specialists, Cooperative Extension County Advisory Councils and other advisory and support groups, agencies, organizations and co-workers in the educational program development, implementation and evaluation process as appropriate.
3. Prepare accomplishment and impact reports required by Cooperative Extension, County Advisory Council, county government, partners and funders.

Staff Development

Develop and implement a professional development plan to enhance competence in assigned area of expertise, teaching methods, group process, leadership, facilitation and organizational skills.

Engagement & Outreach

1. Develop and/or implement regional and state marketing strategies to promote UNH, UNH Cooperative Extension and related programs in accordance with the organization's marketing policies.
2. Build and maintain partnerships with county and state agencies and other groups and organizations as appropriate.
3. Build relationships with elected and appointed officials.

External Funding & Fiscal Management

1. In consultation with the AoE Chair and in accordance with UNH and Cooperative Extension external funding guidelines seek external funding to enhance programs and achieve educational goals.
2. Participate in grant funded projects led by colleagues as appropriate and approved by the AoE Chair.

Information Technology and Distance Education/Communications and Marketing

1. Work with AoE Chair and UNHCE Communications staff to identify and develop state-wide communications that promote team programs.
2. Model and promote the use of technology, including social media, video conferencing, web-based and other emerging technologies in educational program delivery.
3. Demonstrate effective interpersonal verbal and written skills.
4. Demonstrate effective problem solving skills.
5. Maintain ongoing communication with AoE Chair and program team leader and keep them fully apprised of issues, programs and accomplishments.

Organizational Leadership and Support

1. Conduct effective meetings, presentations and group decision making processes for the area of expertise.
2. Serve on internal and external boards and committees at the county, state or multistate level, as appropriate, to enhance programs and the educator's professional competence.
3. Serve as County Office Administrator as advised by Program Team Leader and Extension Leadership.
4. Serve in UNH Cooperative Extension organizational leadership or committee roles.
5. Contribute to the implementation of the UNH Cooperative Extension Strategic Plan.
6. Perform other duties as assigned.

Minimal Educational Requirements: Masters level or higher in appropriate discipline. A strong candidate with a B.S. level degree candidate in appropriate discipline with experience may be considered if they are willing to obtain a M.S. degree within 7 years of hire.