



Extension & Engagement Specialist/Field Specialist in Community Development

Please apply at: <https://hr.missouri.edu/job-openings>

Job ID 45469

Job Description

LOCATION: St. Louis, Missouri, primarily serves St. Louis County in the Urban East Region.

The University of Missouri (MU) Office of Extension and Engagement's distinct land-grant mission is to improve lives, communities, and economies by producing relevant, reliable, and responsive educational strategies throughout Missouri. University of Missouri is a diverse and inclusive academic community of faculty, staff, and students. We seek individuals who are committed to this goal and our core campus values of respect, responsibility, discovery, and excellence. Our dedicated and knowledgeable faculty and staff collaborate with researchers and community leaders to develop and deliver programs that address needs of Missourians including educational attainment; environmental concerns; community, economic, business and workforce development; global food systems; and health systems. For more information about MU Extension and Engagement, please visit <https://extension2.missouri.edu/>.

Extension faculty are 12-month, non-tenure track appointments to the promotable ranks of assistant, associate, or full Extension Professional. MU Extension faculty are commonly known as Specialists, with titles indicating geographic focus and programmatic specialization. Specialists coordinate educational opportunities that enable businesses, farms, families, and communities to strengthen the economy and enhance quality of life. Additionally, specialists create partnerships with civic and business organizations, educational institutions, local leaders, and key stakeholders to identify priorities, increase resources, and determine how research-based education can best meet the needs of residents.

Essentials Duties

Administrative Leadership 45%

- Collaborate with the Regional Director to develop a plan for the region, to engage county extension councils and support them in fulfillment of their statutory responsibilities.
- Collaborate with County Extension Councils in navigating their statutory responsibilities and requirements.
- Collaborate with the County Extension Councils to share in the oversight of office staff and provide support in implementing best practices for managing operations, finance, and human resources including standard and ad hoc reporting as needed and/or required.
- Attend council meetings in assigned counties to support councils in conducting effective and efficient meetings and following up on action items as appropriate.
- Engage communities, and stakeholders including County Extension Councils, elected officials and agencies, partners, and with university and professional organizations.
- Assist Field Specialists in connecting with stakeholders and partners to expand programming opportunities and impact.

- Serve as a resource for county extension offices who have questions about operations and functions.
- Serve as a liaison between the local extension office and the University.
- Connect with county commissions and legislators to increase their understanding of the value of University of Missouri Extension programs.
- Attend Regional Advisory Council meetings and communicate information to County Extension Councils.

Program Responsibilities 45%

Community Development

The Community Development (CD) program works collaboratively with communities to build civic capacity through fostering community belonging, civic contribution, collective leadership, and place-based vitality. The CD program is housed within the Business and Communities Extension program and partners closely with the Business Development, Regional Economic Development and Workforce Development teams.

The CD Community Leadership Specialist will have an additional focus on working with Missourians to strengthen their leadership for place-based vitality. MU Extension fosters diverse community leaders (including those who typically have less power and influence) who collaborate for action and bridge-building.

CD Community Leadership Field Specialist will:

- Foster research-based community leadership programming in all counties of responsibility and statewide. Leadership programs include Neighborhood Leadership Academy, Neighborhood Leadership Fellows, Youth Empowerment Project, Public Boards Training, Build your Board, and Show Me REDI: Representation, Equity, Diversity, Inclusion.
- Support community leaders with asset mapping, planning, resource development support, and resident empowerment tools
- Develop new leadership programming and curriculum using data and evidence-based models
- Participate with Extension engaged neighbor team
- Collaborate with other Community Development specialists for statewide impact
- Collaborate with various UM System departments and programs for interdisciplinary impact
- Collaborate with external partners to broaden community impact
- Conduct inclusive and equitable engagement with special emphasis on underserved populations
- Assess, document, and evaluate programming
- Actively pursue resources to support both local and organizational operations and programming through grants, contracts, gifts, fees, and partnerships.
- Other duties and responsibilities as assigned to support the mission and purpose of MU Extension.

Training 10%

- Collaborate with other Extension & Engagement Specialists and Regional Directors to develop and revise council and engagement training resources.
- Provide new council orientation and further training as needed to assist council members understanding of their roles and responsibilities.
- Work with extension faculty and staff to ensure appropriate programming is provided in each county.

- Provide training and better understanding to county commissions and legislators concerning the role and responsibilities of the local County Extension Council, MU Extension and the University of Missouri.

Professional Expectations

- All Extension Faculty, regardless of appointment category or type, are expected to demonstrate competency in Communication, Educational Programming and Knowledge of Subject Matter, Inclusivity, Information and Education Delivery, Interpersonal Relations, Knowledge of Organization, Leadership, Organizational Management, and Professionalism.
- All Extension Faculty, regardless of appointment category or type, are expected to actively pursue resources to support both local and organizational operations and programming through grants, contracts, gifts, fees, and partnerships.
- Off-campus faculty are crucial to the success of Extension through engagement with local and/or regional stakeholders to identify needs, and then collaborate with appropriate faculty, both on and off-campus, to meet those needs.
- Actively participate in professional development opportunities to continuously improve skills and increase research-based knowledge including interdisciplinary teams, committees, and task forces. Work with faculty and staff located in county offices, across program disciplines and regions, with boards and organizations and other campuses throughout Missouri with a positive outlook, high personal standard of excellence, and passion for the mission, vision, and values of MU Extension.
- Specialists travel throughout Missouri regularly, using own transportation, with occasional travel out of state. Extension Faculty must work effectively, flexibly, and independently, often with little guidance. Working evenings and weekends may be required to meet the needs of learners, clients, and stakeholders.
- Other duties and responsibilities as assigned to support the mission and purpose of MU Extension.
- Conduct all activities in accordance with the Civil Rights Acts, Title IX, Rehabilitation, Americans with Disabilities Act and local, state and region affirmative action plans.

LEADERSHIP RECEIVED

Programmatic supervision is received from the Regional Director.

UNIVERSITY INFORMATION

The University of Missouri, also known as Mizzou and MU, is the Flagship University of the four-campus University of Missouri system. It is the state's land-grant university and one of the most comprehensive universities in the United States. MU's broad undergraduate programs and its' graduate, professional and research programs attract annual enrollment of more than 30,000 students. MU is centrally located in Columbia, MO, which is consistently ranked as one of America's most livable cities. MU Extension and Engagement programs are located on all four campuses and in 114 counties and St. Louis city.

QUALIFICATIONS

An earned master's degree or above is required. Experience preferred with community engagement, regional development or demonstrated knowledge of community processes, community economics and or organizational dynamics at time of appointment or related community experience.

Candidates must demonstrate they are authorized to work in the United States at time of hire. Sponsorship of U.S. temporary employment visas will not be offered for this position.

Candidates will be evaluated on:

- Successful experiences in coalition and partnership building, community and organizational facilitation, community planning, non-profit management, community economic development, local government, community, and economic data analysis, working with volunteers, leadership development and/or conflict resolution.
- Demonstrated commitment to diversity, equity, and inclusion.
- Demonstrated effective and innovative teaching strategies that engage others, including strong listening, written, and oral communication skills.

Application Materials

Complete the brief online application and be prepared to upload:

- Cover Letter
- Resume/CV
- Copies of all academic transcripts, and
- a list of 3-5 references

Benefit Eligibility

This position is eligible for University benefits. The University offers a comprehensive benefits package, including medical, dental and vision plans, retirement, and educational fee discounts. For additional information on University benefits, please visit the Faculty & Staff Benefits website at <http://www.umsystem.edu/totalrewards/benefits>

Diversity Commitment

The University of Missouri is fully committed to achieving the goal of a diverse and inclusive academic community of faculty, staff, and students. We seek individuals who are committed to this goal and our core campus values of respect, responsibility, discovery, and excellence.

Equal Employment Opportunity

Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by applicable state or

federal law. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations, or the recruiting rights of military organizations associated with the Armed Forces or the Department of Homeland Security of the United States of America. For more information, call the Vice Chancellor of Human Resource Services/Affirmative Action officer at 573-882-4256.

To request ADA accommodations, please call the Disability Inclusion and ADA Compliance Manager at 573-884-7278. EEO IS THE LAW

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