

**MSU EXTENSION
CHILDREN AND YOUTH
INSTITUTE****4-H Supervising and Staff Development Educator**

Grantsmanship and Partnership Development

Position Information**Position Title**

Extension Educator

Salary

Commensurate with education and experience

BenefitsComprehensive benefits package:
<https://www.hr.msu.edu/benefits/index.html>**Location**

Allegan, Barry, Kent, or Ottawa County

To Apply**Current MSU Employees:**

Access the EBS portal. Under the My Career and Training section, select the Careers @ MSU tile to view Internal Job Postings.

External Applicants:Visit <http://careers.msu.edu>**Posting Number:**

830228

Application Deadline:

3/15/2023

Contact for Questionsmsue.hr@msu.edu**Position Overview**

As part of MSU Extension (MSUE) and the Children and Youth Institute (CYI), this position works collaboratively with the CYI Director and State Leader for Michigan 4-H Youth Development to lead, manage, and supervise paraprofessional staff, 4-H Program Coordinators and Instructors assigned to MSU Extension district 7, which includes Allegan, Barry, Kent, and Ottawa counties by providing coaching, training and support to staff in their programming efforts.

In this position, you will provide initial training for newly hired paraprofessional staff, as well as continuing education and development for existing paraprofessional staff. Working as a program coach, advisor, and supervisor you will guide staff as they design, implement, and evaluate programming efforts, ensuring dissemination of research-based information. Working collaboratively, you will help build the essential skills of staff needed to 1) design, implement, and evaluate educational programs that provide opportunities for youth to develop life skills needed for success today and the future; 2) recruit, train, and manage volunteers who provide support for youth program participants; 3) build community partnerships; and 4) effectively manage risk and child safety issues in a variety of educational settings, ensuring that programming is available to diverse audiences, meets clientele needs, and is in alignment with the expectations set by MSU, MSUE, and CYI.

The focus area for this position is grantsmanship and partnership development. You will collaborate with the MSUE grant services team, Michigan 4-H Foundation and University Advancement Development Officers to identify areas of training and support needed to empower 4-H program coordinators and instructors to succeed in securing funding, resources, or partnerships to strengthen program efforts. You will develop resources to assist staff in understanding how to develop and maintain partnerships and how to identify, apply for and manage appropriate grant opportunities.

Minimum Qualifications (see full description for complete list of requirements)

- Master's degree from in youth development, education, human resources/staff development, experiential education, volunteerism, or related field.

Application Process

View full description and apply through the internal MSU careers page. **Search for posting 830228 using the Job Search field.**

Application deadline is March 15, 2023.

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