

County Engagement Specialist in Nutrition and Health Education and Extension Specialist/Assistant/Associate/Full Extension Professional
Position Description

POSITION: County Engagement Specialist in Nutrition and Health Education and Extension Specialist/Assistant/Associate/Full Extension Professional

LOCATION: Carrollton, Missouri and primarily serves Carroll County and Chariton and Saline Counties in the Northwest Region, with additional service across the state as needed.

University of Missouri Extension and Engagement faculty and staff develop, deliver, and improve educational programs and services that fulfill the University's land-grant mission to extend the reach and impact of teaching and research to improve the lives and communities of Missourians and beyond.

Extension Specialist positions are a 12 month appointment, not on a promotion track.

County Engagement Specialist and Field Specialist are Extension faculty positions on a 12-month, non-tenure track appointments to the promotable ranks of assistant, associate, or full Extension Professional. The rank at time of appointment or promotion is consistent with the standards of achievement and experience established by the faculty.

This position serves as the primary representative of the University of Missouri in the headquarter county, and as the administrative leader of the county extension office.

Youth & Families Extension program promote optimal well-being of individuals, families and communities, with special recognition for the needs of vulnerable populations. Nutrition and health education specialists improve dietary quality, increase physical activity, manage chronic diseases and reduce overweight, obesity and healthcare costs for Missourians

CORE DUTIES OF EXTENSION FACULTY

The core duties of MU Extension faculty are to Educate, Create, and Connect. The emphasis among these duties and specific deliverables will vary for different appointments and evolve from year to year, direction for which is developed in an annual plan of work for the program area and for the individual.

- *Educate.* Extension Faculty deliver onsite Extension teaching and programming, online courses, continuing education, technical assistance, consultation, and other educational methods and interventions. The primary role of all Specialists around the state is to disseminate the knowledge generated by the University through educational programs and services to support the individual, organizational, and community goals of Missouri learners and clients.
- *Create.* Extension Faculty develop innovative and research-informed educational products,

services, and materials and scholarly products, including curricula, publications, presentations, and other resources. Extension Faculty contribute to the scholarship of extension and engagement and to applied research, to evaluate and improve how programs and services result in learning and behavior changes that positively impact individuals and communities.

- *Connect.* Extension Faculty engage with learners, communities, and stakeholders including Extension Councils, government officials and agencies, partners, and with university and professional organizations. Strong connections help generate revenue to sustain and grow valued programming through grants, contracts, fees, gifts, and partnerships. Extension faculty intentionally foster diversity and inclusiveness by providing educational programs that connect to the varied needs of Missourians and their communities, through the cycle of market relations including needs assessment, promotion, and feedback utilizing a variety of media and venues.

Specialist Emphasis

- *County engagement and local operations:* In addition, the Extension Specialist serves as the primary representative of and connection to the University of Missouri in the home county and provides administrative and strategic leadership for the county office, representing approximately half of the specialist's effort.

This position will lead partnership collaborations within the county, cultivating positive relationships between the University and the community toward the development and delivery of educational programs and services that result in individual well-being and community betterment. Extension Specialists work with local and campus colleagues to assess needs and progress toward goals within their area of specialization, collaboratively producing a data-informed understanding of the conditions and opportunities within the counties served in Extension's impact areas of agriculture and the environment, youth and families, businesses and communities, and health and safety.

This position is responsible for the collaborative leadership of the home county office, coordination of county program plans, assisting the county council with financial and non-financial resources, and daily coordination of office personnel. This position will ensure the development, implementation and evaluation of MU Extension programs by involving county faculty and staff, clientele, extension councils, advisory committees, community agencies, organizations and other citizens. They represent the University of Missouri to county extension councils, county governments and other agencies in determining fiscal needs and in securing resources. The Extension Specialist will help facilitate county council elections and enhance leadership skills and commitment to supporting the MU Extension mission.

- *Program specialization:* The Extension Specialist in Nutrition and Health Education is responsible for planning, implementing and evaluating educational programs in nutrition, health, community health, food safety, food resource management, and physical activity promotion education for low income audiences.

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.

- Actively participate in professional development opportunities to continuously improve skills and increase research-based knowledge. Participate in 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 with 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 is often required to meet the needs of learners, clients, and stakeholders. Other duties and responsibilities will be expected 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

Administrative supervision is from the Northwest Regional Director. Program leadership is from the statewide Nutrition & Health Program Director.

QUALIFICATIONS

An earned degree in nutrition, dietetics, health, exercise physiology, public health, food science or related area with appropriate coursework exhibited is required. PhD or master's degree preferred (County Engagement or Field Specialist title), bachelor's degree (Extension Specialist title) in the appropriate subject matter will be considered. Employment of a candidate with a bachelor's degree will be as an Extension Specialist with the expectations for completing a master's degree in an approved subject matter area. The faculty member will remain an extension specialist until completion of the approved master's degree, or if he or she has a master's degree, has completed the agreed upon coursework.

Demonstrated ability to translate research into educational programs in nutrition, health, food science, and physical activity promotion for audiences of all age groups is critical. Ideal candidate will also have successful experiences in youth and/or adult education.

Successful administrative and leadership experience, particularly in managing fiscal, human, and data resources, is preferred. Demonstrated ability to translate research into educational programs in nutrition, health, food science, and physical activity promotion for audiences of all age groups is critical.

Effective and innovative teaching strategies that engage others, including strong listening, written, and oral communication skills. Must be able to integrate new and emerging technology into teaching strategies. Experience in designing, conducting and evaluating educational programs, and applying research-based knowledge in subject matter areas related to community cooperation and collaboration,

capacity assessment and action planning, needs assessment, citizen participation, leadership, resource management, and volunteerism is desired.

An Equal Opportunity/Access/Affirmative Action/Pro Disabled & Veteran Employer