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## County Engagement Specialist in Community Economic Development

### Bollinger County

#### Position Description

**POSITION:** County Engagement Specialist in Community Economic Development Assistant /Associate / Full Extension Professional

**LOCATION:** Marble Hill, Missouri and primarily serves Bollinger, Perry and Cape Girardeau Counties in the Southeast Region, with additional service across the state as needed.

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. 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 <http://extension.missouri.edu>.

Extension faculty are 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. The business, community and agricultural business programs offer a variety of educational and collaborative programs for businesses and communities of all disciplines and sizes.

#### 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 County Engagement Specialist (CES) 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.

The CES 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. County Engagement 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.

The CES 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. The CES 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 CES will help facilitate county council elections and enhance leadership skills and commitment to supporting the MU Extension mission.

*Program specialization:* This specialist is responsible for planning, implementing and evaluating educational programs within one of three emphasis depending on the strengths of the successful candidate:

1. Agricultural Business emphasis - educational programs in the support of crop and forage production, livestock production, value added, further processing of foods, and overall production agriculture.
2. Community Development emphasis - community economic development, capacity assessment, regional development, leadership and civic engagement, community partnerships, local government, community emergency management, public policy issues identification and framing.
3. Business Development emphasis - business growth, strategic planning, technology development, government contracting, marketing, management, finance, capital formation, operations, human resources, business start-up and business growth/sustainability, as well as other timely business related topics to assist existing and new entrepreneurs.

### **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 Southeast Regional Director. Program leadership is from the statewide Business Development Program Director.

### **QUALIFICATIONS**

An earned master's degree in agriculture business and marketing, business development, community economic development, engineering, human resources, industrial relations, regional development, social sciences, or related degree with appropriate coursework demonstrating knowledge of community economic development processes. Related areas include adult education, regional or applied economics, organizational development, public policy, political science, urban /rural planning, regional or applied economics, organizational development, operations management, e-commerce or entrepreneurship.

A doctorate is preferred.

### **OTHER INFORMATION**

Successful administrative and leadership experience, particularly in managing fiscal, human, and data resources, is preferred. Demonstrated ability to translate research into educational programs in business or community development for audiences of all age groups is critical.

Ideal candidate will also have 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, international development, leadership development and conflict resolution. Completion of the Community Development Academy or Community Development Institute is helpful. Experiences working with diverse audiences in a multicultural environment, and Spanish language proficiency is helpful.

MU 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.

### **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 programs are located on all four campuses and in 114 counties and St. Louis city.

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