

## **Community Development Specialist**

(Assistant Extension Professional, Associate Extension Professional, Extension Professional)

**HEADQUARTERED:** Camdenton, Missouri and primarily serves Camden, Dallas, Polk and Laclede counties in West Central Region and Texas, Webster and Wright in Southwest Region, with additional coverage as needed.

University of Missouri Extension regional specialists provide collaborative leadership and subject-matter expertise to develop, deliver and evaluate educational programs focused on improving lives, communities and economies. In general, regional specialists provide educational opportunities that enable businesses, farms, families and communities to strengthen the economy and enhance quality of life. In addition, regional specialists create partnerships with civic and business organizations, educational institutions, local leaders and key stakeholders to identify priorities, increase financial and in-kind resources, and strategically address needs with research-based education.

This position is responsible for planning, implementing and evaluating educational programs in the following subject-matter areas: community economic development, capacity assessment, community and organizational planning and decision making, regional development, leadership and civic engagement, community partnerships, local government, community emergency management, public policy issues identification and framing.

The Community Development program works collaboratively with communities to foster economic development, leadership development, community decision making, community emergency preparedness and inclusive communities. For more information on community development programs, visit <http://extension.missouri.edu/cd/>.

*This is a 12-month academic position. Appointment may be made as non-tenure track ranked (NTT), depending on University approval of the academic credentials and qualifications of the successful candidate.*

*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.*

### **ESSENTIAL DUTIES:**

1. Work with constituents, colleagues, regional director, program director, and campus faculty to establish program goals. Develop and provide high quality educational programs. Participate in interdisciplinary teams, committees and task forces. Collect qualitative and quantitative data to evaluate impact of programs and services.
2. Generate and manage revenue to sustain and grow essential programs. Develop and maintain essential partnerships. Market and promote educational offerings and the mission of MU Extension. May be assigned county program director responsibilities.
3. Remain up-to-date on trends and research-based knowledge. Actively participate in professional development opportunities. Ensure core competencies are demonstrated. Regular travel in and out of state using own transportation is required. Work some evenings and weekends to meet the needs of learners and constituents.

A full position description may be viewed at: <http://extension.missouri.edu/jobs>.

**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. The school's broad undergraduate programs and its graduate, professional and research programs attract annual enrollment of more than 33,000 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 Missouri counties.

**SALARY/BENEFITS:** \$40,000-50,000 and additional compensation for doctorate degree (\$5,000) and/or achievement of NTT rank appointment of Associate Extension Professional (\$3,000) or Extension Professional (\$4,000)

**QUALIFICATIONS:** An earned master's degree in community development, community economic development, regional development or related degree with appropriate coursework demonstrating knowledge of community processes, community economics, organizational dynamics. Related areas of study in rural sociology / sociology, urban / rural planning, regional or applied economics, urban or rural development, organizational development, public administration, public policy, political science, applied or cultural anthropology, adult education, social work (community emphasis), or community psychology represent some of the fields of successful applicants.

Demonstrated ability in applying and transferring research-based knowledge in the above subject matter areas.

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.

***Successful candidate will also demonstrate the following:***

- Effective and innovative teaching strategies that engage others. Must be able to integrate new and emerging technology into teaching strategies.
- Effective listening, written and oral communication skills including public speaking and presentation abilities.
- Organizational skills, interpersonal skills, problem-solving abilities and collaborative leadership experiences. Flexibility, resiliency, and the ability to operate with minimal guidance.
- Positive outlook, high personal standard of excellence, and passion for the vision, mission and values of MU Extension.

**APPLICATION PROCEDURE:** Applicants must submit a cover letter, list of 3-5 references, all academic transcripts, and resume or CV on-line at <http://hrs.missouri.edu/find-a-job/academic/index.php>. In order to be considered for a non-tenure track (NTT) ranked appointment, a **CV must be submitted at the time of application**. It is recommended that these required documents be uploaded as one PDF file as a resume document.

More information on CVs may be found at

<http://career.missouri.edu/pdfs/handouts/2011Guide%20to%20Curriculum%20Vitaes.pdf>.

Review of applications and consideration of rank, if applicable, will begin February 8, 2016 and continue until position is filled.

For questions regarding the on-line application process contact [MUHRS@missouri.edu](mailto:MUHRS@missouri.edu) or call 573.882.7976. For technical problems with the on-line application process contact [Helpdesk@missouri.edu](mailto:Helpdesk@missouri.edu) or call 573.882.5000. For questions regarding this position call 573.882.4721 or email [hrdext@missouri.edu](mailto:hrdext@missouri.edu).

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