Logan County (pop. 22,000) is in Northeastern Colorado. Logan County has an agriculturally based economy with dryland, irrigated and livestock enterprises. It is a trade center for a 60-mile radius. The county seat, Sterling, has a population of 14,000 and is about a two-hour drive northeast of Denver. Major employers include a state correctional facility, city and county government, school districts, Sterling Regional Medical Center, technology, manufacturing and agriculture related services. Sterling is home to the Northeastern Junior College and the Colorado State University Regional Engagement Center. The county has strong support from volunteer and civic organizations. To learn more about Colorado State University Extension, visit www.ext.colostate.edu. To learn more about Logan County, go to: http://www.loganco.gov.

APPLICATION PROCESS AND DEADLINE: For full consideration, all materials must be RECEIVED no later than 11:59 PM Mountain Time on Thursday, September 5, 2019. Please submit the following to https://jobs.colostate.edu to apply:

- Resume
- Cover letter
- Transcripts of college(s) course work showing degrees conferred. Please remove all references to birth date or social security number prior to submission. Only one document upload is allowed, no larger than 9 megabytes. Please convert all transcript pages into one PDF File to upload.
- Please note, contact information for 4 professional references will be requested of applicants should you move forward in the interview process.
- Special Required Documentation:
  - Statement (no more than 5 pages) of how you meet all the “Required” and “Preferred” criteria listed in the Vacancy Announcement. Please respond to each bullet point separately. Only one document upload is allowed, no larger than 9 megabytes. Please convert your Statement pages into one PDF file.

For questions regarding the application process, contact the Office of Equal Opportunity at (970) 491-5836 or email oeo@colostate.edu. For questions regarding the job vacancy, responsibilities, and salary, please contact Amy Kelley at (970) 542-3542 or amy.kelley@colostate.edu.

Candidates moving forward in the process will be contacted within 15 working days after the deadline. Next steps and interview dates will be shared at that time.

PURPOSE OF POSITION: Colorado State University Extension and Logan County are seeking a 4-H Youth Development / Family and Consumer Science professional with the experience and skills to lead a diverse and inclusive youth development, Family and Consumer Science program. The person will have a proven record of accomplishment of developing and managing volunteers, building program capacity, creating innovative programming opportunities, and fostering both internal and external collaboration and teamwork. Duties include providing leadership, guidance, direction and assistance in the implementation of the overall family and consumer science and the 4-H Youth Development program. The individual in this position works as a member of the local Extension team and as a local representative of Colorado State University and Logan County. This individual works under the supervision of the Logan County Extension Director.

ESSENTIAL JOB DUTIES

Program Planning, Development, Delivery, Evaluation and Reporting: 60%
- Assume responsibility for overall planning, coordination, implementation and evaluation of Logan County’s 4-H/FCS program involving youth and leaders to ensure an active and growing program.
- Seek to offer new opportunities for 4-H youth, leaders, and parents through new and innovative opportunities, with the goal of expanding the involvement, reach, and effectiveness of the 4-H program.
- To develop and enhance an effective, educational, family and consumer science program that supports the growth and development of life skills among both youth and adult audiences in a rural environment.
- Deliver family and consumer science research based educational programming and information to the public using a variety of educational venues including but not limited to workshops, newsletters, blogs, website, news releases, radio programs, and volunteers.
- Travel to and participate in professional development, evening and weekend events, and periodic activities requiring overnight stays.
- Actively engage with other 4-H and FCS Extension teams across counties and the state to plan, deliver, and evaluate programs; actively participate in and report to the 4-H and FCS Program Reporting Units.
- Collaborate with committees and councils to develop and maintain policies and procedures related to local programming.
- Use technology and media resources to extend information and educational opportunities to Coloradoans.
- Provide leadership, in collaboration with other agents, to multi-county 4-H activities within the Peaks and Plains Region.
- Provide leadership and assistance with other activities as assigned by Extension.

Note: % of job assigned to this duty may be changed as the program develops.
Initiate and Develop Relationships and Partnerships: 20%

- Develop relationships with the local community partners including agencies and organizations across all service providers to continually assess conditions and identify needs. Engage such diverse groups in the development of program direction and evaluation of program effectiveness.
- Work with advisory committees, community leaders, area agencies and non-profits to continually assess conditions and develop effective plans of work providing measurable program outcomes.
- Use entrepreneurial skills to find or generate external funding sources (grants, contracts, gifts, sponsorships, user fees, etc.) and practice cost recovery.
- Prepare and manage a significant non-appropriated budget of approximately $10,000 including support for cost recovery and revenue generation.
- Assure compliance with civil rights and affirmative action policies including reaching out to underserved and underrepresented audiences.

Note: % of job assigned to this duty may be changed as the program develops.

Volunteer Recruitment, Development and Management: 20%

- Maintain effective communication with Colorado State University personnel, community leaders, and other agencies/organizations to enhance strong program development, delivery and evaluation.
- Provide leadership for adult and youth volunteer programs including volunteer recruitment, selection, orientation, education and training, motivation, evaluation, recognition, and support.
- Prepare volunteers to take on mid-manager, leadership, education, and information delivery roles in support of 4-H youth development and Family and Consumer Science programs.

Note: % of job assigned to this duty may be changed as the program develops.

**SALARY:** Minimum starting salary is $42,000. Starting salary will be commensurate with education and experience to a maximum of $47,000.

**REQUIRED JOB QUALIFICATIONS:**

- Completed bachelor’s degree.
- Degree must have been conferred in family & consumer science, agriculture, horticulture, education, recreation, youth development, non-profit management, behavioral sciences or a closely related field.
- A successful candidate without a completed master’s will be required to complete a master’s degree relevant to their Extension position within 5 years from the start of employment. Failure to do so will result in termination unless a compelling reason is accepted by the Director of Extension.
- Experience or coursework in conducting effective educational programs for both youth and adult audiences.
- Demonstrated experience working with people as individuals and in groups, ability to forge equitable and successful partnerships with other professionals and organizations.
- Demonstrated leadership ability.
- Evidence of drive and initiative. Must be a self-starter.
- Ability to communicate through teaching, public speaking/presentation and writing as demonstrated through application materials and experience.
- Demonstrated use of technology in managing and/or delivering educational programs.
- Must have a valid driver’s license or the ability to obtain a driver’s license or access to a licensed driver by the employment start date.

**PREFERRED JOB QUALIFICATIONS:**

- Completed master’s degree relevant to the position.
- Training or experience in geriatrics, family financial budgeting and management, and nutrition (food preparation and handling safety).
- Experience in the recruitment, training and management of volunteers.
- Ability to work effectively as a member of a multi-disciplinary team to affect change or obtain desired outcomes.
- Experience and familiarity with mass media and electronic communications (TV, Internet, radio, newspapers, on-line education, social media).
- Experience in identifying audience needs, developing programs and evaluating impacts of programs.
- Knowledge of and experience with methods of conflict resolution, facilitation and public issues education.
- Demonstrated ability to generate extramural funds (grants, contracts, and cost recovery efforts).
- Ability to speak Spanish.

**BENEFITS:** Based on full-time employment. Twenty-four working days of vacation each year, 15 days sick leave. Enrollment in group health, life and accident insurance, various retirement plans, work injury benefits, and disability insurance are all available. Available personal transportation required; travel allowance provided. A full description of benefits is available at: [http://www.hrs.colostate.edu/benefits/](http://www.hrs.colostate.edu/benefits/).

Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy and will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State Laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.

The Title IX Coordinator is the Executive Director of the Office of Support and Safety Assessment, 123 Student Services Building, Fort Collins, CO 80523-2026, (970) 491-7407. The Section 504 and ADA Coordinator is the Associate Vice President for Human Capital, Office of Equal Opportunity, 101 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-5836.

**BACKGROUND CHECK:** Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.

Application process and additional information may be obtained at [http://jobs.colostate.edu/postings/69886](http://jobs.colostate.edu/postings/69886).