



Vacancy Announcement

13-24

Position Title and Location

District Extension Program Specialist,
Family and Consumer Sciences
Northwest District, Enid, Oklahoma

Date Available

This position is available on or after December 1, 2013

Salary

Commensurate with education and experience.

Job Summary

The northwest district extension program specialist, family and consumer sciences, is responsible for providing educational leadership for all family and consumer sciences programming in the district. This includes development, implementation, and evaluation of programs.

Serves as a member of district professionals under the supervision and guidance of the district extension director. Works closely with the assistant director for family and consumer, who is responsible for programmatic leadership and coordination of family and consumer science programs.

Provides staff development in organizational development and management, needs assessment, and program development in family and consumer sciences. This position also provides orientation for new extension educators.

Serves as advisor to the district OHCE representatives.

Function as a liaison between field and state and staff to promote effective interaction.



Seeks and develops new program ideas and inspires others to more effective performance.

Increases awareness of family and consumer sciences by maintaining contacts with professional organizations and family service agencies and organizations.

Identifies appropriate educational delivery methods and resources for meeting the needs of clientele in urban, rural, and culturally diverse communities.

Leads and collaborates with county, district, and state staff in the procurement of grant projects that contribute to individual and coordinated county extension programs.

Monitors FCS grants and special projects in the district.

Assumes other duties as necessary due to vacancies or for other reasons as assigned by the district extension director.

Qualifications

A Master's degree with at least one degree in Family and Consumer Sciences.

Five or more years of successful professional work experience with a minimum of three years of Cooperative Extension work.

Proven leadership and program development experience.

Excellent oral and written communication skills, including the ability to relate effectively with county staff and lay leaders.

Demonstrated organizational development and management skills; knowledge of and the ability to utilize electronic communications and computer technology skills for communication and program management.

Willingness to work within a flexible time frame which may include evenings and weekends and be willing to travel throughout the district, state and occasionally out of state.

The person selected for this position is expected to establish and maintain residence in the northwest district.

Employment Conditions

This is a full-time (12-month) appointment. Salary commensurate with education and experience. The incumbent is administratively accountable to the district

extension director. The incumbent is also accountable to the assistant director for family and consumer sciences regarding programs conducted within the district.

Application Procedures

Both nominations and direct applications are welcome. Nominations should include the complete name and address of the nominee.

Individuals wishing to apply should submit a letter of application that includes qualifications, previous professional responsibilities and achievements, administrative philosophy, and how these relate to the vacant position. A professional resumé should be included.

Applicants should provide the name, address, telephone number, and electronic mail address of five references the committee can contact for additional information. The references should be knowledgeable about the applicant's qualities that make him/her well suited for the responsibilities described in the announcement.

Review of applications will begin on October 14, 2013, and continue until a suitable applicant is identified.

Nominations, applications, and questions may be directed to:

**Agriculture Human Resources
Room 235 Agricultural Hall
Stillwater, OK 74078-6022
Telephone (405) 744-5524 / Fax (405) 744-8863
[e-mail cesjobs@okstate.edu](mailto:cesjobs@okstate.edu)**

Extension educators are hired into the organization not into a specific geographical location. It is possible that future circumstances may require relocation. Individuals who bring a diverse perspective and are supportive of diversity are strongly encouraged to apply.

Mission Statement

The mission of the Oklahoma Cooperative Extension Service is to disseminate information to the people of Oklahoma and encourage the adoption of research-generated knowledge relating to agriculture, family and consumer sciences, rural development, and 4-H youth development.

Information about the Division of Agricultural Sciences and Natural Resources may be accessed on the internet at:

www.dasnr.okstate.edu Information about Cooperative Extension professional positions and the application process may be accessed on the internet at: <http://hr.dasnr.okstate.edu/OCES-careers>