

County Extension Coordinator
Auburn University

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Posted Mar. 17, 2021, set to expire Jul. 30, 2021

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| Job Title | County Extension Coordinator |
| Department | Bibb County |
| Institution | Auburn University Auburn, Alabama |
| Date Posted | Mar. 17, 2021 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Agricultural Extension |
| Apply Online Here | https://www.auemployment.com/postings/21869 |

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Job Description

Job Description Summary

This position is located in Centreville, Alabama.

The County Extension Coordinator is a non-tenure track faculty, community-based professional of the Alabama Cooperative Extension System (ACES) who represents the science-based resources and other resources available through Alabama A&M University and Auburn University. They are recognized as a community leader who addresses the contemporary challenges, issues, and opportunities facing the citizens of the county through university programs and knowledge. County Extension Coordinators build and strengthen relationships with key business, government, and education leaders and citizen stakeholders to build county leadership capacity and programmatic linkages. They assess community needs by engaging and involving citizens, plan and implement programs in conjunction with regional educators and state specialists, and document measurable outcomes over time. The County Extension Coordinator actively supports economic and community development initiatives. The County Extension Coordinator is the first line supervisor and manager of

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the county extension office and serves as the primary contact person with local governing bodies that provide funding.

County Extension Coordinators are responsible for implementing the management functions of the county office to include planning and organizing, directing, and staffing. Human resource management includes counseling during employee probationary periods, reviewing employee performance, making merit-pay and promotion recommendations, training staff, and advising staff in terms of career development. The County Extension Coordinator is responsible for generating financial support from local governing bodies and from new sources including grants, contracts, user fees, and donations; providing leadership to developing an annual plan-of-work; achieving program objectives and outcomes; and promoting teamwork among county funded staff, regional extension agents, urban regional extension agents, and state specialists. The County Extension Coordinator is responsible for complying with all federal and state laws (including civil rights) pertaining to program delivery and employment within the county office, and they work collaboratively with other ACES employees. County Extension Coordinators having a particular subject-matter interest may develop their expertise to support programming in their assigned county. This secondary function would be determined in consultation with their supervisor.

Minimum Qualifications

A Bachelor's degree from an accredited institution in Agriculture, Family and Consumer Sciences, Business Administration, Management, Education, Marketing, Public Relations or a related field is required.

The successful incumbent will be required to obtain a master's degree within five years after successfully completing a probationary period.

Candidates must possess educational leadership, strong work ethic, a sense of responsibility, a high degree of objectivity, excellent and effective interpersonal and written communication skills, and the ability to work successfully with staff, volunteers, community leaders, and county officials. The position requires someone with exceptional communication, managerial and leadership skills. Excellent public relations skills and the ability to connect the local program needs with the ACES mission are required. The successful candidate must demonstrate a highly collaborative work style, have the ability to engage and motivate others, a positive attitude, show enthusiasm for the work, be a self-starter, and work with minimum supervision. The ability to act creatively, confidentially and professionally when working with people from diverse educational and cultural backgrounds; the ability to take initiative, work independently, and manage multiple projects; a high level of motivation and effective organizational management are expected.



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Desired Qualifications

Three years of supervisory experience, experience managing budgets and a Master's degree from an accredited institution in a relevant field is preferred.

An individual with demonstrated leadership competencies that include servant leadership job experiences is preferred.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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