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| C**ornell Cooperative Extension Association of St. Lawrence County**  **Staff Position Description** | | | | |
| **Current Incumbent, if any**: Open Position | **Date Written/Revised:** 03-22-2021 | | | |
| **CCE Classification Job Title:** Association Temporary Program | **Position #:** TBD | | | |
| **Working Title** (*if different*): Agriculture Education Specialist | **FTE:** 50% | |  | |
| **Reason**:  New Position  Revision | **FLSA:** | Exempt | | Non-Exempt |
| **Reporting relationship(s):** | | | | |
| **Immediate Supervisor’s Name and Classification Job Title:** Tamara Hill, Association Team Leader | | | | |
| **Position(s) Supervised** / **Direct Reports** *(The following positions report directly to this incumbent. Please use classification titles.)* This position has no supervisory responsibilities/direct reports.  **Volunteer Oversight:**  No  Yes *(If the answer is Yes, please indicate number of volunteers supervised.)* | | | | |

**Position Summary:**

*Explain the purpose for the position and summarize the responsibilities.*

This position will serve as the Agriculture Education Specialist for Cornell Cooperative Extension Association of St. Lawrence County and will assist in program communication, implementation, and coordination of Agriculture and Dairy Promotion programs. Under the oversight of the Team Leader, this position will plan, implement, and communicate programming for a menu of Agriculture Education programs and program activities. This position requires a strong skillset in communication and will utilize a variety of educational delivery methods, both on-site and off-site to include, but not limited to: direct teaching, group experiences, media, newsletters, electronic technology, internet, virtual learning, workshops, contests and forums. The Specialist will communicate relevant and rigorous Agriculture and Dairy content to students while incorporating educational resources which are adaptable for in-person instruction, virtual learning, and the new hybrid model of education.

**Required Qualifications:**

*Specify required minimum equivalency for education, experience, skills, information systems knowledge, etc.*

* Bachelor’s Degree or equivalent education (Associate’s Degree and two (2) years of transferrable program/functional experience).
* Experience relevant to the role of the position.
* Valid NYS Driver’s License and the ability to meet travel requirements associated with this position.
* Ability to meet acceptable background check standards (DMV and criminal background checks).
* Ability to work flexible hours which may include evenings and/or weekends, as appropriate.
* Ability to work and communicate remotely (including but not limited to: phone, email, and video conferencing), if deemed necessary.
* Able to access high speed internet from home.
* Able to respond remotely to the agriculture community.
* Able to conduct virtual meetings.

**Preferred Qualifications:**

*Specify preferred specialized education, field and/or certifications.*

* Degree focus in agriculture, agricultural business, agriculture economics, or related discipline.
* Knowledge and experience in a non-formal education system, such as Cornell Cooperative Extension.
* Demonstrated ability to plan, teach and evaluate informal educational programs through a variety of delivery methods to reach individuals and groups for both youth and adults.
* Demonstrated ability to manage time and attention to detail.
* Demonstrated ability to function as a team member working with volunteers and staff.
* Demonstrated ability to organize reference materials for programming purposes.
* Experience working independently, as well as an effective team member.
* Demonstrated ability to work in a variety of settings, including outdoors.
* Demonstrated initiative, reliability and dependability.
* Demonstrated to utilize computer technologies for educational and communication purposes.
* Demonstrated ability to communicate effectively through oral, written, and visual means in accessible ways.
* Demonstrated ability and willingness to build relationships and work with diverse audiences, environments and settings while maintaining cultural competency.

**Subject Matter/Background:**

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| Agriculture and Food Systems | General Administration | Farm |
| Nutrition, Food Safety & Security and Obesity Prevention | Information Technology | Grant/Contract |
| Environment and Natural Resources, Sustainable Energy and Climate Change | Finance | Communication |
| Community and Economic Vitality | Human Resources | Other |
| 4-H Youth Development and Children, Youth and Families | Facility |  |

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| **Responsibilities/Essential Functions:** (*List the position’s assigned responsibilities and estimate percentage of annual time spent on each responsibility. Include only the essential functions that are fundamental and necessary to the position, which can be performed with or without reasonable accommodations. If the section does not apply to this specific position, leave it blank. Estimate of percent will vary based on the needs and changing priorities of the position. Approximate percent of time will be annualized in 5% increments.)*    **⌖ Please refer to the** [**Program**](http://www.staff.cce.cornell.edu/hr/Documents/ProgramCategoryJobProfiles.pdf) **and** [**Administrative**](http://www.staff.cce.cornell.edu/hr/Documents/Administrative%20Category%20Job%20Profiles.pdf) **job category profiles.**  **Program Responsibilities:**   |  |  | | --- | --- | | **Program Delivery** | **70%** |  * Teach existing educational programs as defined. * Apply established subject matter knowledge to create lesson plans necessary to deliver educational programming. * Serve as subject matter resource in the area of Agriculture to residents, producers, entrepreneurs, farm and agricultural businesses, regional and county-based organizations, governmental departments and agencies, and other groups served by the Association. * Work to foster acceptance of the Agriculture program, methods and policies while addressing community and individual needs and considering diverse audiences. * Provide educational program efforts via mass media. * Implement and facilitate Agriculture programming and activities. * Provide information and assistance via site visits to county residents and targeted audiences to help build new and strengthen existing agricultural economic activities. * Link external resources and market opportunities to county stakeholders and target audiences. * Provide experiences to connect Dairy Farmers to students throughout the region. * Utilize a variety of educational methods which may include direct teaching, group experiences, media, newsletters, electronic technology, internet, distance learning, workshops, contests, and forums to promote and deliver program. * Deliver educational programs as a part of multi-association efforts when identified/appropriate. * Serve as a team member and cooperate with the entire Association and staff to achieve Association program delivery goals.  |  |  | | --- | --- | | **Program Evaluation** | **10%** |  * Implement program evaluation as designed. * Interact with program participants to obtain evaluation data, to include: evaluating effectiveness of activities within program area. * Based on program parameters, interpret evaluation data and assist in the analysis of that data. * Communicate evaluation results and findings to constituencies. * Assist in making recommendations for improvement. * Assist in the design/re-design or creation of the program evaluation framework.   **Administrative Responsibilities:**     |  |  | | --- | --- | | **Direction** | **5%** |  * Work in cooperation with team members to assist in establishing priorities and objectives for the Agriculture Education Program area. * Assist in the planning and delivery of established Agriculture Education Program goals. * Provide input in planning the structure of delivering educational programs via various delivery methods. * Provide Team Leader with program related information to assist the budget development process.  |  |  | | --- | --- | | **Management** | **5%** |  * Solve problems and resolve conflicts that arise in the Agriculture Education program, utilizing established policies and procedures. * Provide guidance, as needed, to volunteers in accordance with established policies, procedures and best practices. * Assist Team Leader in identifying and recommending program needs (i.e. program supplies and materials).  |  |  | | --- | --- | | **Coordination/Operation** | **5%** |  * Assist in the coordination of effective marketing strategies in the promotion of programming efforts to include, but not limited to: print media, news media, social media, and multi-media efforts. * Assist in organizing and coordinating all program activities related to Agriculture Education and Development programming. * Compile existing resources into educational program materials. * Collect evaluation data from program participants based on existing evaluation framework and guidelines. * Provide information as requested to assist with preparation of reports, impact statements, and success stories on program progress and accomplishments for funders, advisory committees, Board and others as necessary. * Maintain a participant database for monitoring EEO/EPO compliance, for marketing organizational programs and initiatives, and for organizational reporting. * Under the guidance of Team Leader, network with various organizations to optimize teamwork through organizations, such as Farm Bureau, Chamber of Commerce, county and town boards, farmers’ markets, and community groups. * Collaborate with staff from other Cornell Cooperative Associations, regional teams and with agencies and organizations. * Effectively maintain professional relationships with other agencies, organizations and businesses that promote effective communication and facilitate continued programming efforts. * This position may require the transport of program participants and/or program materials and resources in performing position responsibilities.  |  |  | | --- | --- | | **Professional Improvement** | **5%** |  * In cooperation with Supervisor and/or Executive Director, jointly develop and pursue a professional development plan as a means to increase competencies relative to position accountabilities and to address changes and Association priorities. * Collaborate in activities that are in general support of Cornell Cooperative Extension and perform other duties as assigned.  |  |  | | --- | --- | | **Health and Safety** | Applied to all duties and functions. |  * Support the Association to maintain a safe working environment. * Be familiar with and strive to follow any applicable federal, state, local regulations, Association health and safety policy/procedure/requirement and standard. * Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified.  |  |  | | --- | --- | | **EEO/EPO and Policy** | Applied to all duties and functions. |  * Appreciate and embrace diversity in all interactions with clientele, staff, volunteers and the public. * Assist the Cornell Cooperative Extension system in reaching out to diverse audiences. * Aware of, and adheres to, established Cornell Cooperative Extension Association of St. Lawrence County policies, procedures and Cornell Cooperative Extension Skills for Success. * Contribute to the overall success of the organization by performing all assigned duties in a professional, timely and accurate manner.   **Equal Opportunity Employment**  ***Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO,***  ***Protected Veterans, and Individuals with Disabilities.*** |  |

**For each factor below, choose the phrase that best fits the characteristics of this position:**

**Scope of Impact of the Position:**

Moderate - beyond the program

**Interaction within Association:**

Provide guidance/coordinate activities/contribute to work groups

**Interaction with Volunteers:**

Provide general guidance

**Interaction Outside Association:**

Conduct straighforward business; provide information

**Complexity of Supervision to employees:**

Limited - Occasional guidance to co-workers

**Complexity of Work:**

Low - Under the guidance of immediate supervisor, occasionally adapts procedures to resolve unusual cases; makes some decisions requiring consideration of criteria

**Level of decision-making activity:**

Moderate - Within multiple functional areas

**Supervision Received:**

Moderate - Very general direction

**Support Skills-Writing**

Low - Usually issues standard responses

**Support Skills-Computer**

Low - Uses basic business/technical programs/applications to perform responsibilities

**Working Conditions:**

**Essential Physical Requirements\*: Visual:** **Hazards:**

Typically lifts 10 to 20 lbs Normal concentration Limited exposure

*\* Check applicable level after considering reasonable accommodations*

**Optional:**

**Signatures**

**Employee Signature Date**

**Supervisor Signature Date**

**Association Executive Director Signature Date**

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| **Skills for Success**  (The following skills are essential for individual and organizational success.) | |
| **Skills** | **Examples of Demonstrated Behavior** |
| **Job Skills**  **Health and Safety** | * Support the association to maintain a safe working environment. * Be familiar and strive to follow any applicable federal, state, local regulations, association health and safety policies, procedures, requirements or standards. * Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified. |
|  | * Demonstrates competence in tools, equipment, software and technologies to effectively complete assignments and job tasks. * Maintains professional certifications, licensing and education in functional expertise and effectively applies knowledge. * Understands, interprets and applies regulations, policies and contracts to deliver effective results. * Uses good judgment, information and observations to evaluate and recommend actions to support decisions and deliverables. |
| **Inclusiveness** | * Demonstrates the ability to communicate across difference to create a collaborative, collegial, and caring community. * Increases cooperation, honesty, openness and a welcoming environment for all and speaks up when others are being excluded or treated inappropriately. * Supports/increases participation of key and diverse employees in career/professional development opportunities and in campus/community involvement. * Actively supports work/life integration in the workplace. * Recruits, hires and engages high performing diverse employees. |
| **Self- Development**  **Adaptability** | * Anticipates and adapts to changing priorities and additional demands. * Is flexible, open and receptive to new information, ideas and approaches which enhance Cornell’s capacity to thrive in  the future. * Embraces, promotes and implements change. * Modifies one’s preferred way of doing things when it benefits the whole focusing on long-term vision rather than  short-term gains. |
|  | * Is self-aware; seeks and acts upon performance feedback. * Seeks and acts on opportunities for development; takes measures to ensure personal well-being and balance. * Works to continuously learn and improve. * Applies learning to evolving assignments. |
| **Communication** | * Expresses thoughts clearly, both orally and in writing. * Demonstrates effective listening skills; seeks to understand and be understood. * Asks questions and shares knowledge and information to help others clearly understand processes and desired results. * Gives, receives and acts upon helpful and timely feedback. |
| **Teamwork** | * Shows respect, compassion and empathy for others, even in difficult situations, building an environment of trust. * Works effectively and cooperatively with others, willingly admitting mistakes and offering apologies. * Acknowledges the support and contributions of others, involving them as appropriate when outcomes will impact their work. * Has a positive attitude and understands how behaviors impact others. |
| **Service-Minded** | * Is diplomatic, courteous and welcoming, striving to satisfy external and internal customers. * Supports ideas, solutions and changes to processes to ensure high quality outcomes. * Reaches out in a timely and responsive manner to resolve problems and conflicts. * Negotiates well, finding and orchestrating win-win solutions. |
| **Stewardship** | * Strives to develop and implement best practices; encourages others to adopt a culture of sustainability and efficiency. * Demonstrates high standards of personal conduct and owns the consequences of one’s own actions. * Exercises sound and ethical judgment no matter how difficult or contrary; considers environmental, economic, compliance and social impacts in decision-making. * Shows commitment to unit and Association goals and delivers results. |
| **Innovation** | * Looks for advancements in products, processes, services, technologies or ideas. * Identifies opportunities in challenges and shows initiative to make changes. * Demonstrates innovative, creative and informed risk taking. * Shows foresight and imagination to see possibilities, opportunities and trends. |