



Job Title: Extension Agent/Educator, Community and Economic Development in Montgomery/Smithers
Department: WVSU Extension Service
Reports To: Assistant Program Director, CED
FLSA Status: Exempt

Job Summary:

The Extension Agent/Educator for Community and Economic Development is a professional educator who will oversee projects / activities related to community development, entrepreneurial / small business development and tourism development in the Upper Kanawha Valley (UKV), a legislatively identified region that includes the eastern most area of Kanawha and the western most area of Fayette County along Rt. 60. Specifically, the Agent/Educator's work will be conducted in and for the benefit of the towns of Montgomery and Smithers, WV. This work includes, but is not limited to, facilitation and delivery of training courses related to historic preservation; the connection of current and potential business owners to entrepreneurial and small business consulting services; assisting local and regional governments, and organizations and businesses in the development of strategic plans; promotion of creative economies; tourism related activities and events; and, promotion and implementation of community level beautification strategies.

The Extension Agent/Educator will work collaboratively with a team of Extension and research professionals and economic development leaders to provide dynamic program leadership for their local program. The Extension Agent/Educator must maintain professional competence through study, participation in professional development activities and the application of knowledge and skills on the job. Additionally, Extension Agents are expected to always adhere to high ethical and professional standards.

The position is supported locally by the UKV Strategic Initiatives Council (UKV SIC), the Fayette County Commission, the Kanawha County Commission, and the cities of Montgomery and Smithers.

Essential Duties and Responsibilities include the following:

Educational Program Design and Delivery
Program Administration, Reporting and Fiscal Management
Other Responsibilities as Assigned

Description of Essential Duties:

Educational Program Design and Delivery (75%)

- Oversee educational, training and community-based initiatives related to strategic planning, community revitalization, creative economy movement, small business retention and development efforts, tourism development projects, and other approved tasks in Montgomery and Smithers, WV.
- Facilitate and/or directly deliver training on relevant topics
- Facilitate round-table discussions, conferences, workshops, meetings, etc. related to strategic initiative or other identified community needs topics
- Work with organizations providing trainings to help ensure adequate marketing, attendance, evaluations, follow-up etc.
- Provide entrepreneurial development services and small business consulting to local businesses as appropriate
- Provide referrals to other sources of information and services as appropriate
- Assist local and regional organizations and businesses in development and promotion of creative community and other related activities and events
- Assist communities with historic district designations, Main Street designations etc. as appropriate

- Assist communities with strategically planned beautification projects such as dilapidated housing programs
- Facilitate strategic tourism development, including development, promotion and marketing of designated local cultural, historical and recreational areas including:
 - a Black Culture and History attraction in the eastern end of Montgomery,
 - a Welcome Center on Route 60 to inform and promote tourism
 - recreational and cultural developments on identified unused lands
 - further marina and water front developments
 - walking and biking trails
 - promote tourism related activities and businesses
 - services for youth and seniors
- Write & submit for publication at least once monthly, news releases promoting local businesses, events, etc.
- Determine marketing/promotional needs for service projects and liaison with WVSU R&D Marketing staff and others to provide assistance on the coordination of advertising / promotion campaigns
- Provide guidance and oversee development of websites, brochures and other marketing sources as needed

Program Administration, Reporting and Fiscal Management (20%)

- Supervise paraprofessionals, volunteers, contracted service providers, etc,
- Oversee usage of equipment, vehicles, supplies, etc.
- Oversee development of financial support for projects assigned by the steering committee including writing and administering grants
- Oversee all project related budgets and contracts to ensure compliance with purchasing protocols and provide ongoing budget status reports
- Provide monthly status reports to any funding agencies and to the CED Assistant Program Director.
- Liaison with program partners including the UKV SIC and respective County Commissioners, providing regular reports

Other Responsibilities as Assigned (5%)

- Attend and participate in WVSU and WVSU R&D mandated and topical meetings related to designated projects
- Provide representation on state, national and regional committees for topical areas
- Conduct activities to foster a positive public image of West Virginia State University Extension Service, The West Virginia State University Research and Development Corporation, and West Virginia State University, an 1890 Land-Grant Institution and the local partners in Fayette and Kanawha Counties, including the respective County Commissions, the UKV SIC, and the towns of Montgomery and Smithers.
- Share leadership in Extension's commitment to employ from and program for the diversity represented in West Virginia's population.
- Other duties as assigned by UKV SIC Executive Director and/or the UKV SIC upon approval of the Assistant Program Director of CED

Supervisory Responsibilities

While there are no supervisory responsibilities at this time, at some point in the future, the agent may supervise the work of paraprofessionals, volunteers, and contracted service providers.

Competencies - The selected individual must demonstrate the following competencies:

Content Area Knowledge - Remains current on developments and research in the fields related to youth education, youth development, and volunteer management; attends

professional development opportunities to become more competent in fulfilling professional responsibilities.

Judgment and Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem-solving situations; uses reason even when dealing with emotional topics; includes input from appropriate people to make sound and timely decisions; supports and explains reasoning for decisions; exhibits sound judgment.

Managing People - Includes supervising volunteers in planning, decision-making, facilitating and process improvement; makes self-available to volunteers; provides regular performance feedback; solicits and applies customer feedback (internal and external); improves processes, products and services; continually works to improve supervisory skills; sets expectations and monitors delegated activities; provides recognition for results.

Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of status or position; accepts responsibility for own actions; follows through on commitments; treats people with respect; inspires the trust of others; demonstrates integrity and ethical behavior; upholds organizational values; maintains confidentiality.

Dependability - Follows instructions, responds to direction from superiors; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Business Acumen - Understands business implications of decisions; aligns work with strategic goals; works within approved budget; develops and implements cost saving measures; develops revenue generation strategies; conserves organizational resources; acts as a good steward of taxpayer dollars.

Quality and Quantity - Demonstrates accuracy and thoroughness; seeks ways to improve and promote quality; applies feedback to improve performance; fosters quality focus in others; seeks ways to improve quality; completes work in an accurate and timely manner; strives to increase productivity for self and team members.

Interpersonal Skills - Focuses on solving conflict, not blaming; actively listens to others; keeps emotions under control; remains open to others' ideas; tries new things.

Communication - Speaks clearly and persuasively in both positive and negative situations; seeks clarification; responds well to questions; demonstrates group presentation skills; actively participates in meetings; writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; accurately interprets written information.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations with appropriate documentation may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

A minimum of a Bachelor's degree in Business Administration, Public Policy, Economics, Extension, or a closely related field and 3-5 years of relevant work experience. Master's degree preferred.

Other Qualifications

Must be able to work evenings and weekends as necessary for committee meetings and other work-related events and activities and travel to attend state, regional and national meetings as appropriate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee is frequently required to stand and walk. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations with appropriate documentation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

To apply: PREFERRED: Information accepted as e-mailed in Word or PDF format to rdemployment@wvstateu.edu. Qualified candidates may submit a cover letter, résumé, unofficial transcript and three professional references (name, title, address, phone number, and e-mail address).
Position is open until filled.

ATTN: Search Committee for Extension Agent, Community and Economic Development
Montgomery/Smithers
West Virginia State University Research and Development
Corporation, PO Box 1000, 204 ACEOP
Institute, WV 25112.

AAP/EEO Statement

WV State University Research and Development Corporation is an Equal Opportunity/Affirmative Action Employer and does not discriminate against any person because of race, sex, age, color, religion, national origin or disabilities.