

Classification: Extension Educator

Working Title: HNI Supervising & Staff Development Educator

FLSA: Exempt

BASIC FUNCTION

In collaboration with the Health and Nutrition Institute (HNI) Director and Associate Director, this position is responsible for providing leadership to MSU Extension Nutrition and Physical Activity (NPA) program and paraprofessional staff in counties within [ASSIGNED COUNTIES], by providing coaching, training and technical support to staff in their programming efforts. This position is also responsible for the initial onboarding of new paraprofessional staff and continuing education and development for existing paraprofessional staff.

As a supervisor and staff development educator, this position ensures that the needs and goals of the Health and Nutrition Institute, MSU Extension and grantors are being met through support and management of the programming staff; works with staff, specialists, and District Directors to ensure that programming with individuals and community groups meets the needs of the clientele and is in alignment with funder and/or MSU Extension Institute expectations; guides staff as they implement and evaluate programming efforts; ensures dissemination of research-based curricula and information; and, serves as an informational resource for Extension personnel and clientele.

Characteristic Duties/Responsibilities

- Actively engage with staff, partners, and in assigned communities, both face-to-face and through technology, to develop relationships and understanding of clientele and staff needs;
- Lead efforts related to new paraprofessional staff recruitment and onboarding;
- Train, mentor, and evaluate staff, to ensure the requirements and objectives of their programming, including the appropriate use of grant funds, are met;
- Meet with staff individually at least monthly, and conduct program observations at least quarterly;
- Hold staff accountable to the program requirements and deliverables;
- Gather information regarding program delivery, effectiveness, and evaluation from multiple sources to develop, refine, and enhance, curriculum-based clientele-programs that meet current and projected needs;
- Work in conjunction with SNAP-Ed and/or EFNEP coordinators to establish staff caseload based on Institute defined guidelines;
- Conduct educational programming in districts, when necessary;
- Communicate and interact with community partners to evaluate the needs of clientele;
- Network with and actively participate in assigned work team and other work teams as needed, University departments, state and national partners to create awareness, support, and tangible resources to grow competency in supervising and developing staff, program planning and management, volunteerism, conflict management, evaluation and reporting, and partnership development;
- Serve as an information resource to direct reports, partners, clientele and Extension staff;
- In concert with the MSU Extension work team(s) and District Directors, work with federal, state and county agencies to complete needs assessment of the community and develop effective programming;
- Actively communicate and interact with appropriate District Director(s) on an ongoing basis to review staff performance and community needs related to HNI paraprofessional staff efforts;

- Create and promote positive public relations for MSU Extension and HNI;
- Provide information and guidance to staff regarding opportunities for learning through the use of mass media, group meetings, workshops and individual contacts;
- Consistently and actively participate in Institute and work team meetings;
- Consistently and actively participate in professional development opportunities to build professional and personal skills;
- Work with colleagues on a regular basis to create, review, and make needed changes/updates to scholarly works, such as curriculum and program offerings to meet the needs of clientele;
- Prepare and submit cohesive reports as required for internal and external purposes;
- Ensure direct reports understand the management of financial budgets and administrative policies and procedures;
- Work to ensure that community needs assessments, program development and recruitment efforts include the engagement of Michigan's diverse residents across race, gender, socioeconomic class, disabilities and other differences;
- Understands and implements Civil Rights policies and procedures;
- Other duties or projects as assigned by the Associate Director and/or Institute Director.

SUPERVISION RECEIVED FROM

Associate Director with input from Institute Director.

RESPONSIBILITY FOR THE WORK OF OTHERS

Responsible for supervision of assigned paraprofessional staff with input from the local District Director, including assisting with recruiting efforts, onboarding efforts, coordinating workload, building and sustaining community partnerships, providing performance feedback, training and professional development, referring employees to appropriate sources of information, addressing concerns and pursuing corrective/discipline options when necessary.

MINIMUM REQUIREMENTS

- Master's degree from an accredited institution in field of study related to human resources/staff development and/or management, nutrition, or health promotion;
- Demonstrated ability and skill in educational program planning, implementation and evaluation;
- 2-years of experience in coaching, training, and mentoring;
- Self-motivated with demonstrated ability to work independently in an office environment without daily supervision and/or coaching;
- Ability to carry out all functions of staff management, remotely;
- Ability to create and carryout a project plan from research of initial concept to project completion and follow-up;
- Strong organizational and time management skills;
- Experience with marketing/promotion of educational programs;
- Strong interpersonal, oral and written communication skills;
- Experience and proven ability working productively with a team;
- Proficiency in use of technology (e.g. web research, Microsoft Word, Excel, PowerPoint, Outlook for mail/calendaring, distance technology, etc.) for day-to-day work and educational program delivery, record keeping, reporting, team-based communications and overall management;
- Demonstrated success in program development and delivery to diverse audiences/communities, including but not limited to race, gender, socioeconomic class, disabilities and other differences;

- Proven ability in establishing and working with a diverse network of constituents and community members across race, gender, socioeconomic class, disabilities and other differences to assist with program development and outreach;
- Demonstrated commitment to diversity and inclusivity in the area of recruiting, supervision and other employment-related matters;
- Understanding of and ability to implement Civil Rights principles and compliance standards;
- Ability to lift and carry educational materials, equipment, etc. up to 25 lbs.;
- Ability to travel in assigned, local, and surrounding communities, and occasional long distance travel are required as a regular part of this position;
- Transportation is the responsibility of the employee.

DESIRED QUALIFICATIONS

- 3-years' experience in Extension program delivery or demonstrated ability and skill in educational program planning, implementation and evaluation (relevant experience acquired within the last 5-years preferred);
- 1-year demonstrated ability to manage staff remotely.

FAIR LABOR STANDARDS ACT DESIGNATION

This position is exempt as defined under the FLSA.

MSU is an affirmative-action, equal-opportunity employer, committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.