



Community Vitality & Health Extension Educator Natrona County, Casper, Wyoming

This position is based in Casper, Wyoming, the county seat for Natrona County. The comparatively small-town feel and the wide-open space on the high plains play a huge part in what makes Casper a desirable location. It is the second largest city in the Cowboy State offering museums, historical sites, and plenty of places to shop and eat. Recreational activities are in abundance with hiking, hunting, climbing, camping, and fishing nearby.



POSITION TITLE

Extension Educator, Community Vitality and Health (community development, planning, and economic development). Natrona County, Casper, Wyoming. [Job ID # 221463.](#)

LEVEL & SALARY

Salary level commensurate with education, experience and availability of funds.

DESCRIPTION

Are you seeking a career that will allow you to positively impact Wyoming communities and people? Do you value public service and seek an outlet that allows you to serve the public through educational programs you create? Are you committed to lifelong learning and find value in sharing that with others?

The mission of University of Wyoming Extension (UWE) is to empower the people of Wyoming to make choices that enhance their quality of life. By actively involving Wyoming people, institutions, and communities, UWE shows a commitment to relevance, diversity, people, connectivity, accountability, innovation, entrepreneurship, and respect. With this in mind UWE will be responsive to the needs, concerns, and aspirations of the people of Wyoming and will actively involve residents, institutions, and communities as we provide learning for better living. If you seek a rewarding career that allows you to be a part of this mission and vision, please consider this open position.

Community Vitality and Health Extension Educators are expected to deliver research-based educational programs and work within team settings that may consist of other Extension Educators, community professionals, and faculty within and outside of UWE as well as develop relationships with key stakeholder groups vital to the success of Extension. Educational programming in this area would include participatory planning, building entrepreneurial communities, workforce development, community decision support tools, leadership development, and other areas as identified.

This position is based in Casper, Wyoming.

To assure full consideration, all application materials must be received by August 6, 2022. Screening will continue until a suitable candidate is identified.

UW is an Affirmative Action/Equal Opportunity Educator and Employer. We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans and persons with disabilities. In compliance with the ADA Amendments Act (ADAAA), if you have a disability and would like to request an accommodation to apply for a position, please call (307) 766-2377 or email jobapps@uwyo.edu.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Program Development and Delivery

- Provide leadership in building mutual learning relationships with community residents and leaders through a blend of educational outreach, technical assistance, and community coaching.
- Conduct innovative, impactful program based on local needs/asset assessments.
- Provide primary leadership for the development and implementation of research-based educational programming to support successful communities, families and individuals, and the systems that serve them.
- Develop and implement presentations, workshops, and trainings to diverse audiences.
- Develop and implement formative and summative evaluation tools for measuring and reporting consistent program impact. Evaluate educational outputs to provide evidence to characterize short, medium, and long-term impacts.
- Establish professional relationships and participate in campus-based partnerships that tie academic programs and research to complement Extension programming by partnering with Extension Specialists and/or faculty members on research projects as appropriate within the initiatives.
- Continually seek professional development opportunities to enhance competency.

Volunteer Systems

- Cultivate relationships with and build capacity of volunteers through a support system consisting of effective orientation, training, utilization, recognition, and evaluation.
- Address issues/conflict that arise with volunteer roles.

Program Operations

- Ensure potential and current participants have full access to programs, services, and facilities.
- Plan for and manage risk-utilizing resources and established procedures.
- Secure external funding to support and expand educational programming.
- Maintain organized records and provide reports.

Communication and Reporting

- Develop and maintain respectful working relationships with individuals, families, volunteers, colleagues, community partners, and other stakeholders.
- Utilize a promotion and marketing strategy that attracts individuals, families, and other stakeholders from diverse backgrounds that leads to increased participation and involvement in Community Vitality and Health programming.
- Develop content for various media sources (e.g., newspapers, radio, newsletters, web, social media, podcasts, etc.) to promote programs, report on programs, and educate the public.
- Collect data and prepare reports and presentations to share the public value, impacts, and accomplishments of Community Vitality and Health with local stakeholders.

MINIMUM QUALIFICATIONS (REQUIRED)

- Master's degree from an accredited college or university. One degree must have been awarded in economic development, family consumer science, business administration, entrepreneurship, marketing, agricultural economics, agribusiness, public administration, or related community and economic development area. Candidates with a Master's degree in progress may be considered for interviews, but degree must be completed by hire date.
- Demonstrated understanding of community and economic development, including financial management.
- Experience in developing and implementing community-based educational programs in community development, planning, or economic development.
- Valid driver's license with a motor vehicle record (MVR) that is compliant with the University Vehicle Use Policy.

DESIRED QUALIFICATIONS

- Prior Extension Experience
- Demonstrated ability to develop impactful educational outputs in subjects such as community development, planning, economic development, financial literacy, and financial management.
- Excellent verbal, written and interpersonal skills.
- Training and/or experience teaching youth and adult audiences.
- Experience in audience needs identification and program results evaluation.
- Experience working with diverse audiences.
- Experience in developing partnerships with other organizations/agencies and fostering positive relationships with community stakeholders.
- A commitment to travel and work in rural counties in Wyoming
- Demonstrated knowledge of Extension and the land-grant university system.
- Demonstrated knowledge of and appreciation for rural communities.
- Demonstrated ability to work with limited supervision.
- Demonstrated teamwork.
- Experience in planning and implementing applied research activities.

APPROXIMATE TIME DISTRIBUTION

- Educational programming in CVH 85%
- Support of 4-H Youth Development programs 15%

REQUIRED APPLICATION MATERIALS

- Completed application—including a detailed letter of intent as described below, resume, UW application (<http://www.uwyo.edu/uwe/jobs/index.html>), copy of transcripts, and letters of reference. *We recognize that reference letters may not be received by the deadline and are out of the applicant's control, but will be forthcoming.*
- A detailed letter of intent which specifically addresses your qualifications relative to the responsibilities and essential duties of the position including developing a comprehensive educational program for Community, Vitality, and Health to serve the communities in Big Horn County, Wyoming.
- Current resume or curriculum vitae.
- Copies of all college transcripts; official transcripts required at time of hiring.
- Four (4) letters of reference from individuals who can address your professional qualifications.

FOR APPLICATION INFORMATION, QUESTIONS ON TRANSCRIPTS OR REFERENCE LETTERS, CONTACT:

Ann Roberson, Business Manager, University of Wyoming Extension
Phone: (307) 766-3566; Email: mrober38@uwyo.edu

FOR SPECIFIC POSITION INFORMATION, CONTACT:

Mandy Marney, Associate Director, University of Wyoming Extension
Phone: (307) 766-5124; Email: amarney@uwyo.edu

To learn more about Extension work, see the online Western Regional Program Leaders Committee (WRPLC) modules at <http://wrpl.cahnrs.wsu.edu>.

Link to the position through the University of Wyoming's job portal: https://eeik.fa.us2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1/job/221463/?utm_medium=jobshare