

**COMMUNITY, NATURAL RESOURCE AND ECONOMIC DEVELOPMENT EDUCATOR  
MILWAUKEE COUNTY  
Position Description**

**University of Wisconsin Extension - Cooperative Extension Vision:** Wisconsin's educational network for engaging people and their communities in positive change.

**UW-Extension Mission:** Through the University of Wisconsin-Extension, all Wisconsin people can access university resources and engage in lifelong learning, wherever they live and work.

**Milwaukee County Cooperative Extension Mission:** Connecting people to University knowledge they can use.

**Working Title:** Milwaukee County Community, Natural Resource and Economic Development Educator

**Official Title:** Faculty (rank to be determined)

**Percent of Employment:** 100%

**Geographic Areas Served:** Primarily Milwaukee County and occasionally extending beyond county boundaries for specific commitments and team programming.

**Office Location:** Milwaukee County Cooperative Extension, 932 S. 60<sup>th</sup> Street, West Allis, WI 53214. The office will move to another location within Milwaukee County during December 2008 or January 2009.

**Type of Appointment:**

This is a probationary tenure track faculty appointment within the University of Wisconsin division of Cooperative Extension (hereafter referred to as Cooperative Extension). During the probationary period, faculty members may receive renewed probationary appointments. At the end of the period, faculty members may be promoted to the ranks of tenured faculty. The granting of tenure is based on a consistent and high level of scholarship as reviewed by peers in the respective Cooperative Extension academic department and administration. Tenure is a formal recognition that an individual has met the standards of excellence required to be a long term member of the faculty. Standards of excellence must continue to be met following the granting of tenure to receive salary merit increases and to ensure ongoing employment.

The position is eligible for benefits provided to state of Wisconsin employees and is subject to Cooperative Extension personnel policies.

**Purpose and Primary Focus of Position:**

As a faculty member of Cooperative Extension, employed with Milwaukee County, the Community, Natural Resource and Economic Development Educator (hereafter referred to as Educator) provides high quality and highly effective education programs to assist Milwaukee County communities in addressing their community and economic development challenges, as well as their interests related to natural resources, organizational development, and local government education. Backed by University research, the Educator develops the capacity of citizens, civic groups, businesses and local governments to identify critical local concerns and possible solutions. The Educator strengthens communities and local government through culturally-competent educational programming that builds understanding and leads to improved decision-making and leadership skills.

**Primary Duties/Essential Job Functions:**

- Plan, implement and evaluate culturally competent educational programs directed at community needs on issues relating to the purpose of the position
- Regularly teach and deliver Community, Natural Resource and Economic Development (hereafter referred to as CNRED) community-based educational programs through a wide variety of teaching methods at sites throughout the geographic area served, including to community organizations and local governments
- Use appropriate means to critically review and disseminate related research
- Regularly prepare educational materials, program evaluations and reports using appropriate technology
- Plan and implement appropriate impact evaluations and reports to document program effectiveness
- Promote the resources of Cooperative Extension and provide relevant program outcome information to public officials, legislators, the general public and other interested parties to communicate Extension's role, value, impact, and outcomes
- Write, publish and share articles, curricula and program designs that contribute to program understanding and to the support of the profession and scholarly practices of relevant academic disciplines
- Identify, recruit and develop the volunteer leadership necessary to carry out the position's program of work
- Provide professional guidance and counsel to program related groups and organizations
- Build community coalitions and partnerships while collaborating with a diverse network of community-based agencies, groups and individuals to address local concerns through educational programming
- Effectively reach diverse audiences and ensure equitable access to programs and facilities

**Areas of Position Focus:**

- As an emphasis in Community and Economic Development:
  - Evaluate the educational needs, learning opportunities, and information resources of community and economic development organizations, and local government officials; design programs to help them become better decision makers in the community and economic development area
  - Provide community and economic development educational assistance to community leaders, organizations, and local government officials; facilitate their efforts in such areas as needs/assets assessment, citizen participation, strategic planning, business/neighborhood revitalization, networking, collaboration, and accountability/evaluation
  - Network with organizations and agencies to provide educational assistance to entrepreneurial start ups, home-based entities, and small businesses
- As an emphasis in Natural Resources
  - Collaborate with organizations/agencies to provide sustainability, energy, green building and green education to residents/businesses of Milwaukee County
  - Network with partners to provide environmental education and practical, environmentally sustainable solutions in communities
- As an emphasis in Organizational Development
  - Provide educational assistance to community organizations; facilitate their efforts in such areas as needs/assets assessment, capacity building, diversity, racial equity, leadership development, strategic planning, strengthening collaboration/coalitions, succession planning, and outcome evaluation

**Other Required Duties and Responsibilities:**

- Cooperate with other Cooperative Extension personnel to develop strong, integrated Cooperative Extension programs
- Represent Cooperative Extension and provide educational leadership with program-related agencies and educational institutions
- Contribute to office-wide efforts to write grants, generate revenue and establish partnerships that leverage public and private funds to foster programming in Milwaukee County
- Develop and use an appropriate system for reporting and evaluating programs to the Milwaukee County Parks, Energy, and Environment Committee and Board of Supervisors, Cooperative Extension and to clients, colleagues and other Cooperative Extension collaborators as needed
- Develop plans of work based on ongoing assessment of community needs
- Develop and follow a personal plan for professional development in the area of community resource development and outreach education methodology consistent with personal and organizational goals, including competencies in program planning and evaluation
- Participate in district and/or state program activities as appropriate and needed
- Take a leadership role in articulating an integrated Community, Natural Resource and Economic Development program where multiple programs, staff and funding sources exist
- Keep accurate, complete and timely work records
- Make individual arrangements for transportation adequate to meet position responsibilities and essential job functions
- Assume weekly travel throughout the county and occasional travel within the district and state
- Work evenings on a regular basis and occasionally on weekends, as needed to meet local needs
- Cooperate with others in the local Cooperative Extension office to ensure reasonable access to Extension expertise during regular office hours

**Administrative Relationships**

This position is jointly supervised by Milwaukee County and Cooperative Extension as provided under s.59.56 of the Wisconsin Statutes. The position is accountable to the Milwaukee County Director on matters related to vacation, leave of absence, salary and promotion.

The position is accountable to Milwaukee County through the County Park, Energy, and Environment Committee and to Cooperative Extension through the Milwaukee County Director on all matters related to (a) program performance and job responsibilities, (b) developing effective external working relationships with clientele groups, other agencies, departments and organizations, (c) continuing professional development and (d) reporting and evaluating programs to county, state and federal government as appropriate.

This position is accountable to the Milwaukee County Director on matters related to county administration, office management and performance development.

**Program Relationships:**

The Educator primarily works with the CNRED Program Area of Cooperative Extension. The Educator seeks counsel from the CNRED Program Area and other appropriate Cooperative Extension local and statewide programming units regarding subject matter and educational strategies. Appropriate programming relationships with other program areas are encouraged.

Using results from comprehensive program planning processes, the Educator identifies priority subject matter and strategies to meet current and long-term educational needs in the county. The Educator establishes and maintains effective working relationships with county office

**Program Relationships (continued):**

colleagues, other county departments, local community organizations, co-workers in other counties, program area representatives and other state agencies in order to plan and implement needed programs, while maximizing available resources. The Educator communicates local priorities and resource needs to the CNRED Program Area.

The CNRED Associate Program Director and others in a liaison role provide guidance and support for the development and implementation of effective educational programs that meet and/or exceed expectations. The CNRED Program Area and the Academic Department of Community Resource Development share responsibilities for guiding probationary faculty employees.

**Academic Relationships:**

This is a faculty position in the Cooperative Extension Academic Department of Community Resource Development and, subject to faculty regulations, is appointed to the University of Wisconsin System rank and tenure track. A tenured appointment must be obtained by the end of the sixth year of full-time employment to retain the position, in accordance with Cooperative Extension faculty policies and procedures.

**Required Qualifications:**

- Master's or other graduate degree with content expertise, and at least one degree, in a field that relates to the responsibilities of this position such as economics, business, organizational development, and leadership studies
- Ability to plan, implement and evaluate community-based, non-formal educational programs that reach, are culturally competent for, responsive to, and accessible to, a wide range of audiences
- Demonstrated ability to initiate, form and effectively maintain working relationships with persons or associations from cultures other than one's own
- Ability to teach and communicate ideas effectively verbally, in writing and through educational technology to adults and youth
- Strong group and educational facilitation skills
- Ability to organize work and to work productively with indirect supervision in a highly visible public sector environment
- Ability to work collaboratively with other paid and non-paid staff; ability to take personal responsibility to help team efforts succeed
- Strong interpersonal and problem-solving skills in a team setting; ability to effectively manage conflicts
- Skillful in establishing and maintaining professional work relationships and networks
- Demonstrated willingness to learn on an ongoing basis
- Ability to adapt to changing programming and workplace priorities
- Ability to use outcome data for program improvement and accountability
- Ability to promote Cooperative Extension and its programs through mass media and public relations/marketing skills
- Ability to use word processing and the Internet

**Preferred Qualifications:**

- Demonstrated success planning, implementing and evaluating community-based, non-formal educational programs that reach, and are accessible to, a wide range of audiences
- Successful experience in community development, economic development, local government education and/or adult education
- Volunteer or paid experience working with people from culturally diverse groups

**Preferred Qualifications (continued):**

- Experience working with local governments and community-based organizations; experience building community-based community coalitions for the purpose of taking positive action
- Ability to incorporate revenue generation into appropriate educational program initiatives including, but not limited to, program fees, fund leveraging, partnership development, grant writing and contracts; experience in budget development and management
- Experience developing the capacity of volunteers to implement and maintain educational programming
- Knowledge of adult learning principles
- Scholarship experience; demonstrated ability to critically review and utilize research findings
- Skillful in the use of educational software and current instructional technologies
- Demonstrated understanding of Cooperative Extension's mission; knowledge of land grant colleges and universities

**Equal Opportunity:**

As an affirmative action employer, Cooperative Extension provides equal opportunity in programs and employment. Cooperative Extension does not discriminate on the basis of age, race, creed, color, disability, sex, sexual orientation, national origin, ancestry, marital status, arrest record or non-program related conviction record. Employment is contingent upon establishment of identity and verification of employment eligibility as required by the Immigration Reform & Control Act of 1986.