

## Regional Family Financial Education Specialist Position Description

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**POSITION:** Regional Family Financial Education Specialist

**LOCATION:** Kennett, Missouri and primarily serves Butler, Dunklin, Mississippi, New Madrid, Pemiscot, Ripley, Scott and Stoddard counties in Southeast Region, with additional coverage as needed.

University of Missouri Extension regional specialists provide collaborative leadership and subject-matter expertise to develop, deliver and evaluate educational programs focused on improving lives, communities and economies. Regional specialists provide educational opportunities that enable businesses, farms, families and communities to strengthen the economy and enhance quality of life. Additionally, regional specialists create partnerships with civic and business organizations, educational institutions, local leaders and key stakeholders to identify priorities, increase financial and in-kind resources, and determine how research-based education can best meet the needs of residents.

This position is responsible for planning, implementing and evaluating educational programs in financial literacy, money management, estate planning, food resource management, debt management and consumer issues for low income audiences.

Human Environmental Sciences Extension programs promote optimal well-being of individuals, families and communities, with special recognition for the needs of vulnerable populations. Family Financial Education Specialists make a positive difference in the financial well-being of Missourians.

### ESSENTIAL DUTIES

#### Program development, delivery and evaluation

- *Plan:* Work with constituents, colleagues, regional director, program director and campus faculty to establish program goals that meet local, regional and state needs, as well as grant and partnership requirements.
- *Educate:* Develop and provide high-quality educational programs that are consistent with the MU Extension mission, are research- and evidence-based, and result in learning and behavior changes that positively impact the economy and society. Foster diversity and inclusiveness by providing educational programs that are representative of diversity in the assigned counties.
- *Volunteer development:* Develop, coordinate and manage volunteers for the Missouri tax initiative including the Volunteer Income Tax Assistance (VITA) program. Identify key local partnerships and inter-agency opportunities to provide essential programs and leverage volunteer resources.

- *Collaborate:* Participate in interdisciplinary teams, committees and task forces. Work with faculty and staff located in county offices, across program disciplines and regions, with boards and organizations and with other campuses throughout Missouri to carry out the mission, vision and values of MU Extension.
- *Evaluate:* Regularly collect qualitative and quantitative data to evaluate the impact of educational programs and services. Determine if knowledge and skills were learned, and if learning was applied.

### **Administrative and organizational leadership**

- *Resource generation and sustainability:* Generate and manage revenue (e.g., contracts, grants, fees and gifts) to sustain and grow essential programs. Seek out and develop funding sources that align with organizational priorities, values and mission. Ensure compliance with requirements, and maintain fiscal accountability.
- *Stakeholder relations:* Develop and maintain essential partnerships with local and regional organizations, governments and key leaders. Establish positive working relationships with MU's College of Human Environmental Sciences and Personal Financial Planning department, K-12 and higher education institutions, probation and parole audiences, community service providers, and the Internal Revenue Service. Effectively communicate MU Extensions value.
- *Marketing and public relations:* Market educational offerings and promote the mission of MU Extension to area leaders, chambers of commerce, civic organizations, public agencies and other partner organizations. This may include presentations, radio and news releases, meetings with legislators and other leaders, social media and venues appropriate for the programs and audiences.
- *County program director:* At some time in the future, may be assigned county program director responsibilities including, but not limited to, collaborative leadership, coordination of county program plans, management of financial and non-financial resources, and daily coordination of office personnel. Ensure the development, implementation and evaluation of MU Extension programs by involving faculty, clientele, extension councils, advisory committees, community agencies, organizations and other citizens. Represent the University of Missouri to county extension councils, county governments and other agencies in determining fiscal needs and in securing and managing resources. Help develop county council boards to enhance leadership skills and commitment to the MU Extension mission.

### **Professional expectations**

- Remain up-to-date on trends and research-based knowledge to effectively deliver relevant, reliable and responsive programs. Apply this knowledge in scholarly products such as curriculum development, in-service education instruction, articles in professional and popular press, presentations at professional meetings, funded grant proposals, etc.
- Actively participate in professional development opportunities to continuously improve skills and increase research-based knowledge. Demonstrate mastery of core competencies, including subject matter expertise, effective and innovative teaching strategies, and program development processes. Must be able to integrate new and emerging technology, listen effectively, and speak and write effectively. Must demonstrate organizational skills and collaborative leadership abilities.

- Must travel throughout Missouri regularly, using own transportation, and occasionally must travel out of state. Working evenings and weekends is often required to meet the needs of learners and constituents.

Conduct all activities in accordance with the Civil Rights Acts, Title IX, Rehabilitation, Americans with Disabilities Act and local, state and region affirmative action plans. Other duties and responsibilities will be expected to support the mission and purpose of MU Extension.

### **LEADERSHIP RECEIVED**

Administrative supervision is received from the Southeast regional director. Program leadership is received from the statewide Human Environmental Sciences program director.

### **QUALIFICATIONS**

An earned master's degree in personal financial planning, consumer & family economics, business, economics, finance or a related area with appropriate coursework.

Demonstrated ability to translate research into educational programs in financial literacy, money management, asset development, and debt management and consumer issues is critical.

Ideal candidate will also have successful experiences in youth and/or adult education, and be a Certified Financial Planner (CFP).

### **Successful candidate will also demonstrate the following:**

Effective and innovative teaching strategies that engage others. Must be able to integrate new and emerging technology into teaching strategies.

Effective listening, written and oral communication skills including public speaking and presentation abilities.

Organizational skills, interpersonal skills, problem-solving abilities and collaborative leadership experiences.

Flexibility, resiliency, and the ability to operate with minimal guidance.

Positive outlook, high personal standard of excellence, and passion for the vision, mission and values of MU Extension.

**An Equal Opportunity/Access/Affirmative Action/Pro Disabled & Veteran Employer**