

Regional Community Development Specialist Position Description

POSITION: Regional Community Development Specialist

LOCATION: Ste. Genevieve, Missouri and primarily serves Ste. Genevieve, Franklin, St. François and Washington counties in the East Central region along with Perry County in the Southeast region and Jefferson County in the Urban 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 the following subject-matter areas: community economic development, capacity assessment, community and organizational planning and decision making, regional development, leadership and civic engagement, community partnerships, local government, community emergency management, public policy issues identification and framing.

The Community Development program works collaboratively with communities to foster economic development, leadership development, community decision making, community emergency preparedness and inclusive communities. For more information on community development programs, visit <http://extension.missouri.edu/cd/>.

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.
- *Facilitate:* Design and conduct group and community processes that engage the broad array of interests and perspectives for planning and decision-making. Guide planning processes for creation of action plans to obtain buy-in from potentially opposing views. Effectively coach for implementation. Must be able to maintain neutrality in contentious situations. Assist constituents in understanding data and trends for decision making processes.
- *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. Effectively communicate MU Extension's value to stakeholders. In addition, establish positive working relationships with faculty and staff on the University of Missouri campuses and Lincoln University, local governments, community and economic organizations, regional planning commissions and USDA-Rural Development, and others.
- *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 other venues appropriate for the programs and audiences.
- *County program director*: 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 lead and 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 East Central regional director. Program leadership is received from the statewide community development program director.

QUALIFICATIONS

An earned master's degree in community development, community economic development, regional development or related degree with appropriate coursework demonstrating knowledge of community processes, community economics, organizational dynamics. Related areas of study in rural sociology / sociology, urban / rural planning, regional or applied economics, urban or rural development, organizational development, public administration, public policy, political science, applied or cultural anthropology, adult education, social work (community emphasis), or community psychology represent some of the fields of successful applicants.

Demonstrated ability in applying and transferring research-based knowledge in the above subject matter areas. Ideal candidate will also have successful experiences in coalition and partnership building, community and organizational facilitation, community planning, non-profit management, community economic development, local government, community and economic data analysis, international development, leadership development and conflict resolution.

Completion of the Community Development Academy or Community Development Institute is helpful. Experiences working with diverse audiences in a multicultural environment, and Spanish language proficiency is helpful.

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.

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