

Sunflower District Extension Director



ABOUT THIS ROLE

Title

Extension Agent.

Primary responsibility

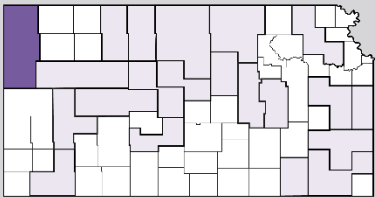
Administrative leadership.
Family and community wellness programming.

Search Timeline

Search will remain open until filled.

Location

Offices in Goodland, Sharon Springs and St. Francis, KS; **primary office in Sharon Springs.**



The Sunflower District is comprised of Wallace, Sherman, and Cheyenne counties in northwest Kansas. The district is home to Fort Hays Tech | Northwest, two hospitals, three public health clinics, and five school districts.

A team of three extension agents and three specialized office professionals serve the district's 10,000 residents.

This agent will lead programs to help Sunflower District families improve their quality of life. Local priorities include collaborating with community coalitions and developing educational programs that target policy, systems, and environmental factors to improve community health.

Provide leadership for dynamic extension programs in the Sunflower District.

Apply for [K-State Careers #521458](#). Learn more at extension.ksu.edu/about/careers.

POSITION DESCRIPTION AND RESPONSIBILITIES

Extension agents are professional educators, community connectors and innovators who serve as a link between Kansas State University and communities across Kansas. Agents (including local unit directors) are jointly responsible to the director of K-State Extension (represented by a designated administrator) and the local extension board.

- Collaborate with other agents, local unit staff, board members, and others (as appropriate) to provide administrative leadership for the following activities:
 - Developing the annual budget, securing extramural funds, submitting appropriate financial reports, and reviewing audits.
 - Handling legal responsibilities of the local extension unit as directed in extension law.
 - Supervising, coaching, and evaluating agents and local unit staff.
 - Planning for office space, equipment, and technology.
 - Assuming leadership for working with the Extension Board; local stakeholders; area and state extension faculty; and others to develop comprehensive programming to address local issues.
 - Developing and maintaining strong relationships with county commissioners and other key decision-makers in the local unit.
- Deliver educational programming related to family and community wellness. This will entail leading the development, implementation, and evaluation of research-based educational programming to build healthy, sustainable communities, families, and individuals. Programming will be conducted with volunteers and extension colleagues to: strengthen families and individuals; build community capacity; promote individual and community health and wellness; and lead volunteer development.
- Support local 4-H youth development programming to empower Wallace County youth through connection, learning, and leadership opportunities.
- Share responsibility for community vitality programming that helps our communities become better places to live, work, and play by strengthening social, civic, economic, and technological capacity through leadership development and civic engagement.
- Successful extension programs require agents to:
 - Identify local needs and emerging issues related to K-State Extension's five critical issues (water and natural resources; community vitality; health; developing tomorrow's leaders; and global food systems) by engaging with program development committees and other community organizations.
 - Design appropriate educational strategies to respond to emerging needs and engage clientele by aligning with the imperatives of the [K-State Next-Gen Strategic Plan](#). Strategies might include educational programming in a community-based setting; events and activities that provide experiential learning opportunities; use of innovative technologies; individual educational consultations; and group facilitation.
 - Collaborate with local partners to meet community and programmatic needs.
 - Recruit and manage volunteers to further the reach and impact of extension programming.
 - Develop and implement strategies to serve all community audiences.
 - Collect and communicate evidence of educational program impact.
 - Cultivate expertise in a competency area by engaging as a member of a Program Focus Team.
- Pursue internal and external funding to support educational programming.
- Serve as a member of the Sunflower District team, cooperating in the planning and delivery of district-wide programming and related events.

MINIMUM QUALIFICATIONS

Education and experience:

- Bachelor's degree.
- At least two years of formal supervisory experience.
- At least 12 credit hours of academic coursework or six months of professional experience related directly to the primary position responsibilities.
- Demonstrated academic and/or professional achievement (minimum cumulative GPA of 2.75 on a 4.0 scale or evidence of progressively responsible professional roles).
- Experience delivering information, training, or education to groups or individuals, either in person or through media.
- Leadership experience in both formal and informal roles.

Licenses and certifications:

- Must have access to a personal vehicle and the ability to obtain/maintain a valid driver's license.

Additional expectations:

- This role will require the ability to work with people from various backgrounds and a commitment to supporting and enhancing K-State's initiative for access and opportunity.
- Extension agents work a flexible schedule which will include nights, weekends, and overnight travel.

Sponsorship eligibility:

- Candidates must be legally authorized to work in the U.S. on an ongoing basis without sponsorship.

PREFERRED QUALIFICATIONS

Education and experience:

- Master's degree.
- Experience managing fiscal responsibilities, including budget development, financial oversight, and securing extramural funds.
- Experience working effectively with local stakeholders and/or government leaders to support program objectives.
- Understanding of educational program design, promotion, implementation, and evaluation.
- Experience working with youth across multiple age groups.
- Experience with volunteer recruitment, support, and management.
- Knowledge of adult and youth teaching/learning processes.
- Experience seeking and administering grant funding.

Skills and attributes:

- Commitment to personal and professional development.
- Competence using electronic communication and computer applications to fulfill programming responsibilities.
- Self-motivation and ability to work with minimal supervision while balancing multiple projects.
- Skills in group facilitation.
- Ability to communicate effectively with both English and Spanish-speaking learners.

Salary, Benefits, And Professional Development:

- Salary commensurate with professional experience and available funding as negotiated by the regional extension director, the local extension board, and the applicant.
- Extension agents are Kansas State University educators and have the Board of Regents retirement plan; eligibility for health and life insurance; and earn vacation and sick leave. See a [complete list of benefits](#).
- Reimbursement for travel related to achieving program objectives.
- New agents will be provided with comprehensive Early Career Professional Development training throughout their onboarding period. This series will include virtual and in-person training and networking opportunities.
- Tuition assistance is available to full-time employees and their spouse/dependents.

Learn More About Working With K-State Extension:

- Visit the [K-State Extension website](#) or contact Jennifer Wilson via email (jrwilson@ksu.edu) or phone (785-532-5790).

Equal Employment Opportunity:

Kansas State University is an Equal Opportunity Employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, disability, or status as a protected veteran.

Background Screening Statement:

Upon acceptance of a contingent offer of employment, candidates will be subject to a background check per [K-State's background check policy](#).