Coffey County Family and Community Wellness Extension Agent

Lead dynamic community health and wellness extension programs in Coffey County, KS.

Apply online using our [application site](#).
For more information visit [ksre.k-state.edu/about/careers](http://ksre.k-state.edu/about/careers).

### ABOUT THIS ROLE

**Title**
Extension Agent.

**Primary responsibility**
Family and Community Wellness programming.

**Application deadline**
Monday, April 8, 2024.
*Interviews will be held April 17, 2024.*

**Location**
Office located in Burlington, KS.

Coffey County is in eastern Kansas. The extension office is in the county seat of Burlington, which is centrally located to the other five communities that comprise the county.

Coffey County has a population of 8,360 and is the home to three school districts.

Current extension staff includes an agricultural and natural resources agent and a full-time office professional. This position will share 4-H youth development and community vitality responsibilities with the agriculture and natural resources agent.

### POSITION DESCRIPTION AND RESPONSIBILITIES

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

- **Lead 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.
- **Share leadership** for the development, implementation, and evaluation of 4-H youth development programs for school-aged youth in cooperation with volunteers and extension colleagues. Programming will include but is not limited to: community clubs support; out-of-school programs; school enrichment; volunteer management; and outreach to create new program opportunities with existing and new community partners.
- **Share responsibility** for community vitality programming that helps our communities become better places to live, work, and play. Programming will strengthen social, civic, economic, and technological capacity of communities through leadership development and civic engagement.
- **Successful extension programs** require agents to:
  - Identify local needs and emerging issues related to K-State Research and Extension’s five Grand Challenges (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 and professionals.
  - Design appropriate educational strategies to engage clientele. 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 programming needs.
  - Develop and implement strategies to serve diverse audiences and to ensure K-State Research and Extension is an equal opportunity provider of educational programming.
  - Collect and communicate evidence of educational program impact.
  - Cultivate expertise in a subject matter 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 Coffey County team, cooperating in the planning and delivery of county-wide programming and related events.
  - May periodically be assigned to serve as the local unit director providing administrative oversight for fiscal operations; coordination of personnel; the development, delivery, and reporting of program impact; and other administrative functions assigned by the director for extension’s representative and the extension board.

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MINIMUM QUALIFICATIONS

• Bachelor’s degree.
• Academic coursework, professional development, or prior employment related to the position responsibilities.
• Evidence of strong academic and/or professional performance, as documented by college transcripts or documented success in increasingly responsible professional positions.
• Ability to communicate effectively, both orally and in writing, with individuals, groups, and through mass media.
• Familiarity with various ethnic and socio-economic audiences; an interest in working with people from diverse backgrounds; and a commitment to supporting and enhancing K-State’s initiative for diversity, equity, and inclusion.
• Ability to work a flexible schedule which will include some nights, weekends, and overnight travel.

PREFERRED QUALIFICATIONS

• Master’s degree.
• 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.
• Understanding of educational program design, promotion, implementation, and evaluation.
• Experience with volunteer recruitment, support, and management.
• Skills in group facilitation.
• Knowledge of adult and youth teaching/learning processes.
• Experience seeking and administering external grant funding.
• Ability to communicate effectively with both English and Spanish-speaking learners.

OTHER QUALIFICATIONS

• Applicants must be currently authorized to work in the United States at the time of employment.
• Access to a personal vehicle and the ability to obtain/maintain a valid driver's license.

MORE INFORMATION

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. The base starting salary is $45,000 for a bachelor’s degree with no professional experience and $49,000 for a master’s degree with no professional experience.
• 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 Research and Extension:

• Visit the K-State Research and Extension website.
• Contact Jennifer Wilson, Leader of Extension Operations via email (jrwilson@ksu.edu) or phone (785-532-5790) with questions about this position.

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:

In connection with your application for employment, Kansas State University will procure a Background Screen on you as part of the process of considering your candidacy as an employee.