

# River Valley District Horticulture Extension Agent



## ABOUT THIS ROLE

### Title

Extension Agent.

### Primary responsibility

Horticulture programming.

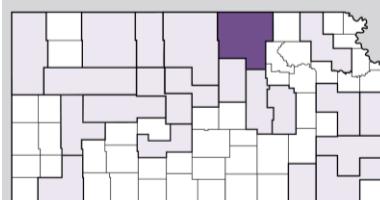
### Application deadline

Thursday, January 29, 2026.

*Interviews will be February 16, 2026.*

### Location

Offices in Belleville, Clay Center, Concordia, and Washington, KS;  
**primary office negotiable between Clay Center and Washington.**



The River Valley Extension District is comprised of Clay, Cloud, Republic, and Washington counties in north-central Kansas along the Republican River Valley. It is a rural region with a combined population of approximately 27,000 residents in 32 communities.

This agent will join eight other extension agents and eight support staff in providing educational programming in agriculture and natural resources; community development; family and consumer sciences; and 4-H youth development.

**Lead dynamic horticulture and natural resources extension programs in River Valley District.**

Apply online for [K-State Careers search #520951](#).

For more information visit [ksre.k-state.edu/about/careers](http://ksre.k-state.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 are jointly responsible to the director of K-State Extension (represented by a designated administrator) and the local extension board.

- Lead the development, implementation, and evaluation of research-based educational programming related to horticulture. Programming may include but is not limited to: horticultural crop production, marketing, and economics; horticultural waste management; landscape maintenance and improvement; and conservation of natural resources.
- Share responsibility for 4-H youth development programming related to horticulture and natural resources.
- Participate in 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 Research and 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 and professionals.
  - 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 subject matter competency area by engaging as a member of the Horticulture Program Focus Team.
- Pursue internal and external funding to support educational programming.
- Serve as a member of the River Valley 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 12 credit hours of academic coursework or six months of professional experience related directly to the primary programming responsibilities (e.g., consumer horticulture, landscape management, crop production).
- 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 supervisory or 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:

- Two or more years of professional experience.
- Master's degree.
- Understanding of educational program design, promotion, implementation, and evaluation.
- Experience with volunteer recruitment, support, and management.
- Knowledge of adult and youth teaching/learning processes.
- Experience seeking and administering external 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 Research and Extension website](#).
- Contact Jennifer Wilson, Leader of Extension Operations, via email ([jrwilson@ksu.edu](mailto:jrwilson@ksu.edu)) or phone (785-532-5790) with questions.

## 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](#).