



# Vacancy Announcement

13-18

## Position Title and Location

Extension Educator, Family & Consumer Sciences/4-H  
Coal County, Coalgate, Oklahoma

## Date Available

This position is available on or after August 19, 2013.

## Salary

The Oklahoma Cooperative Extension Service is seeking to fill entry level educator positions. Beginning annual salary for entry level educators who have a master's degree is \$36,500 and \$33,500 with a bachelor's degree. Starting salary will be based on education and relevant prior experience.



## Job Summary

This position has primary program responsibility for family and consumer sciences. Shares responsibility for 4-H youth development and community resource and economic development programming.

Participates as a cohesive team member to involve local clientele and advisory groups in planning, implementing, and evaluating the total Cooperative Extension program.

Uses a variety of delivery modes to implement programs, including direct teaching, media, utilization of volunteers, exhibits, electronic information, etc.

Responsible for educational programs in family and consumer sciences requiring a broad technical knowledge of subjects such as nutrition, child and family well-being, and management. Responsibilities include educational programs which strengthen families and communities.

Works collaboratively with Extension specialists, other agencies, business leaders, and organizations to: develop coalitions; network; and coordinate and conduct programs.

Provides management and leadership for the 4-H youth development program to ensure a well-rounded youth development program that includes school and community involvement.

Shares responsibility for recruiting and training 4-H volunteers, including the implementation of the Oklahoma 4-H Volunteer Application and Enrollment System.

Ensures that all youth and adults have an equal opportunity to participate in Extension programs regardless of race, color, national origin, religion, gender, age, disability, or status as a Vietnam-era veteran.

Work responsibilities and relative levels of programming assignment will be reviewed at least annually in conjunction with development and approval of the Annual Implementation Plan Timeline.

Continuation of this position is subject to the need for the position, performance, availability of federal and state funds, and annual participation by the county in funding OCES by meeting or exceeding established contract guidelines.

## Qualifications

A master's degree in family and consumer sciences is preferred with a bachelor's degree required. Extension educators hired with only a bachelor's degree are expected to work toward completion of an approved master's degree. Extension experience is desirable.

Demonstrates ability to effectively listen, communicate, and foster a professional image of OCES by displaying a positive view of the organization both internally and externally.

Demonstrates willingness and ability to effectively manage time and resources and adapts well to changing priorities, situations, and day-to-day demands.

Possesses writing, communication, and organizational skills.

Affirms a commitment to continued personal professional development.

Demonstrates leadership ability in designing, promoting, presenting, and evaluating educational programs and the desire to program to reach diverse audiences.

Provides evidence of ability to build and maintain relationships and work effectively with clientele, advisory groups, volunteers, other professionals, etc.

Demonstrates competency and effective use of computing and computer-based communications technology.

Exhibits willingness to work extended hours, including evenings and weekends. Occasional overnight travel is required. Available personal transportation is required and a travel allowance is provided.

The person selected for this position is expected to establish and maintain their domicile in Coal County.

## Application Procedure

**EXTERNAL APPLICANTS** must be an "Approved Applicant" before being considered for a vacant position (see ***Become an Approved Applicant*** at <http://jobs.dasnr.okstate.edu/jobs/OCES-careers/become-an-approved-applicant>). **Approved applicants should submit a brief letter of interest.**

**Current OCES employees** should submit a letter of interest that includes qualifications, previous professional responsibilities and achievements, and express how these relate to the vacant position. A current resume', an up-to-date transcript, and three letters of recommendation should be included. Recommendation letters should address the qualities

that make the applicant well suited for the responsibilities of the vacant position.

Review of applications will begin on **July 29, 2013**, and continue until a suitable applicant is identified. **Send letter with appropriate attachments to:**

**Agriculture Human Resources  
Room 235 Agricultural Hall  
Stillwater, OK 74078-6022  
Telephone (405) 744-5524  
Fax (405) 744-8863  
[e-mail cesjobs@okstate.edu](mailto:cesjobs@okstate.edu)**

*Extension educators are hired into the organization not into a specific geographical location. It is possible that future circumstances may require relocation. Individuals who bring a diverse perspective and are supportive of diversity are strongly encouraged to apply*

## Mission Statement

The mission of the Oklahoma Cooperative Extension Service is to disseminate information to the people of Oklahoma and encourage the adoption of research-generated knowledge relating to agriculture, family and consumer sciences, rural development, and 4-H youth development.

Information about the Division of Agricultural Sciences and Natural Resources may be accessed on the internet at:

[www.dasnr.okstate.edu](http://www.dasnr.okstate.edu) Information about Cooperative Extension professional positions and the application process may be accessed on the internet at: <http://hr.dasnr.okstate.edu/OCES-careers>