

## COMMUNITY, NATURAL RESOURCE AND ECONOMIC DEVELOPMENT EDUCATOR - MILWAUKEE COUNTY

### LOCATION:

Milwaukee County is located in south eastern Wisconsin in the Cooperative Extension (CE) Quad Counties. Milwaukee County Extension Office is located in Wauwatosa, WI.

### GENERAL RESPONSIBILITIES:

The Community, Natural Resource and Economic Development (CNRED) Educator position is an excellent opportunity to make an impact on the diverse communities of Milwaukee County. As a faculty member of Cooperative Extension, employed with Milwaukee County, the Educator provides high quality and highly effective education programs to assist communities in addressing their community and economic development challenges, as well as their interests related to natural resources, organizational development and local government education. Backed by University research, the Educator develops the capacity of citizens, civic groups, businesses, and local governments to identify critical local concerns and possible solutions. The Educator strengthens communities and local government through culturally-competent educational programming that builds understanding and leads to improved decision-making and leadership skills. Building community coalitions and partnerships while collaborating with culturally-diverse organizations and individuals is a critical aspect of this position. A detailed position description including identified ADA essential job functions is available.

### QUALIFICATIONS:

- \* Required Master's or other graduate degree with content expertise in a field that relates to the responsibilities of this position such as economics, business, organizational development, education, or leadership studies
- \* Ability to plan, implement and evaluate community-based, non-formal educational programs that reach, are culturally competent for, responsive to, and accessible to, a wide range of audiences
- \* Demonstrated ability to initiate, form and effectively maintain working relationships with persons or associations from cultures other than one's own
- \* Ability to teach and communicate ideas effectively verbally, in writing and through educational technology to adults and youth
- \* Strong group and educational facilitation skills
- \* Ability to organize work and to work productively with indirect supervision in a highly visible public sector environment
- \* Ability to work collaboratively with other paid and non-paid staff; ability to take personal responsibility to help team efforts succeed
- \* Strong interpersonal and problem-solving skills in a team setting; ability to effectively manage conflicts
- \* Skillful in establishing and maintaining professional work relationships and networks
- \* Ability to use outcome data for program improvement and accountability
- \* Ability to promote Cooperative Extension and its programs through mass media and public relations/marketing skills
- \* Ability to use word processing and the Internet

### Preferred

- \* Demonstrated success planning, implementing and evaluating community-based, non-formal educational programs that reach, are culturally competent for, responsive to, and accessible to, a wide range of audiences
- \* Successful experience in economic development, community development, local government education, and/or adult education
- \* Volunteer or paid experience working with people from culturally diverse groups
- \* Experience working with local governments and community-based organizations; experience building community-based community coalitions for the purpose of taking positive action
- \* Ability to incorporate revenue generation into appropriate educational program initiatives including, but not limited to, program fees, fund leveraging, partnership development, grant writing and contracts; experience in budget development and management
- \* Scholarship experience; demonstrated ability to critically review and utilize research findings
- \* Demonstrated understanding of Cooperative Extension's mission

#### APPOINTMENT TYPE:

University of Wisconsin - Extension faculty appointment

#### BENEFITS:

Excellent benefits including Wisconsin State Retirement; life, medical and hospital insurance; vacation and sick leave.

#### APPLICATION PROCEDURE AND DEADLINE:

To receive full consideration, application materials must be received by April 7, 2009: and include all of the following:

- # Cover letter (up to three pages) detailing your qualifications related to this specific position. In your response, please include your qualifications related to these key aspects: a) economic development; b) community development; c) community-based outreach and education programs; and d) effective working relationships with people from different cultural backgrounds, including race, ethnicity, religion, socioeconomic status, and other aspects of human diversity. Qualifications may include formal education, training, professional work history, volunteer work, research, and any related life-time experiences. Please note that your response will be evaluated for content and written communication skills.
- # Resume detailing your qualifications, including education, professional work history and volunteer experience related to this position.
- # Contact information (including telephone number and e-mail address) for three (3) professional work references, including at least one person who has been your immediate supervisor.
- # Final college transcripts for each of your degrees. Unofficial copies are acceptable at this point in the process.
- # Applicant Survey Form

Application materials that do not comply with these instructions are incomplete and will not be considered. Applications will continue to be accepted until the screening process is complete.

Submit application materials to Cooperative Extension Human Resources at: a) [ces.jobs@uwex.edu](mailto:ces.jobs@uwex.edu) (preferred method); OR b) 432 N. Lake Street, Room 249; Madison, WI 53706

Please note that a criminal records review will be conducted prior to employment. In compliance with the Wisconsin Fair Employment Act, convictions and pending charges will be considered only as they relate to this position.

#### EQUAL OPPORTUNITY:

Direct inquiries concerning Equal Opportunity to the UWEX Equal Opportunity Office, Room 501, 432 N. Lake Street, Madison, WI 53706.

Under Wisconsin Statutes, if asked, UW-Extension is required to provide a list of all nominees and applicants who have not requested in writing that their identities remain confidential. The identities of all finalists must be released upon request.

The University of Wisconsin Extension provides affirmative action and equal opportunity in education, programming and employment for all qualified persons regardless of race, color, gender/sex, sexual orientation, creed, national origin, age, disability, pregnancy, marital or parental status, arrest or conviction record, or veteran status. An offer of employment is contingent upon establishment of identity and verification of employment eligibility as required by the Immigration Reform and Control Act of 1986. The University of Wisconsin Extension is an EEO/AA institution committed to diversity among its employees and in its programs.

La Universidad de Wisconsin-Extensión proporciona acción afirmativa e igualdad de oportunidades en educación, programas y empleo, para todas las personas calificadas, sin tener en cuenta raza, color, sexo, credo, discapacidad, religión, nacionalidad de origen, ascendencia, edad, orientación sexual, gravidez o paternidad,

historial de detención o condena o estado de veterano de guerra. Una oferta de empleo está supeditada a que se haya establecido la identidad y verificado la elegibilidad para el empleo, tal como lo requiere la Ley de Control y Reforma de Inmigración (Immigration Reform and Control Act) de 1986. La Universidad de Wisconsin- Extensión es una institución con igualdad de oportunidades y acción afirmativa (EEO/AA), comprometida a la diversidad en sus empleados y programas.

POSITION VACANCY ANNOUNCEMENT  
COMMUNITY, NATURAL RESOURCE AND ECONOMIC DEVELOPMENT EDUCATOR - MILWAUKEE COUNTY  
Posted: 3/6/09  
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REVIEW BEGINS: 4/7/09

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"Conformity can be costly in a world of uncertainty"  
Nobel winning economist Douglass North