



# COLORADO STATE UNIVERSITY EXTENSION

## **Job Vacancy #XX-XX**

**Extension Agent  
Natural Resources  
Jefferson County, Golden, CO**

We are committed to increasing the diversity of our staff and providing culturally responsive programs and services. Therefore, we encourage responses from people of all backgrounds and abilities. We invite you to review Colorado State University's Principles of Community (<http://diversity.colostate.edu/principles-of-community>) that guide our mission and vision of access, teaching, service and engagement.

**Jefferson County** is one of the five counties making up the Denver metropolitan area. Once an agricultural and mining area, Jefferson County, is now a thriving suburban, business, industrial and residential community. It's located where the great plains meet the Rocky Mountains with some of the most magnificent scenery in the country. Outdoor lovers have three national forests and two state parks to choose from as well as a vibrant Open Space parks system. The Jefferson County Extension Staff consists of the director, six Extension agents (two 4-H youth development; one horticulture; one natural resources; and one family and consumer sciences); and five coordinators (horticulture/urban food systems; Colorado Master Gardener; plant diagnostic clinic; 4-H camp; and Family Leadership Training Institute). There are also a regional specialist and four administrative program support staff. To learn more, visit the Jefferson County website at <http://jeffco.extension.colostate.edu> or the Colorado State University Extension website at: <http://extension.colostate.edu>.

**APPLICATION PROCESS AND DEADLINE:** For full consideration, all materials must be **RECEIVED no later than 11:59 PM Mountain Time on WEEKDAY, MONTH, DAY, YEAR**. Please submit the following to <https://jobs.colostate.edu> to apply:

- Resume
- Cover letter
- Transcripts of college(s) course work **showing degrees conferred**. Please remove all references to birth date or social security number prior to submission. Only one document upload is allowed, no larger than 9 megabytes. Please convert all transcript pages into one PDF File to upload.
- Please note, contact information for 4 professional references will be requested of applicants should you move forward in the interview process.
- Special Required Documentation:
  - Statement (no more than 5 pages) of how you meet all the "Required" and "Preferred" criteria listed in the Vacancy Announcement. Please respond to each bullet point separately. Only one document upload is allowed, no larger than 9 megabytes. Please convert your Statement pages into one PDF file.

For questions regarding the application process, contact the Office of Equal Opportunity at (970) 491-5836 or email [oeo@colostate.edu](mailto:oeo@colostate.edu). For questions regarding the job vacancy, responsibilities, and salary, please contact JoAnn Powell at (970) 491- 7887 or [joann.powell@colostate.edu](mailto:joann.powell@colostate.edu).

Candidates moving forward in the process should be contacted within 15 working days after the deadline. Next steps and interview dates will be shared at that time.

**PURPOSE OF POSITION:** This position will provide leadership and guidance in the development, delivery and evaluation of Extension natural resources, wildlife, wildland fire, native plant, and invasive species programs for adults and youth in Jefferson County, and for the Native Plant Master program statewide. The individual will work well in a team environment using strong verbal and written communication skills to develop relationships with staff, customers and partners, and to address common natural resource issues. The individual in this position works as a member of a county team, is a local representative of Colorado State University and Jefferson County, and works under the guidance of the Jefferson County Extension director. The individual will work cooperatively with other Extension agents, coordinators, specialists and partners to develop and deliver quality programming and information to Coloradans with the support of shared office administrative staff.

### **Program Planning, Development, Delivery, Evaluation and Reporting: 60%**

- Provide leadership for local natural resources, wildlife, wildlife conflict, fire wise, native plant education, Native Plant Masters and invasive species programming in Jefferson County including community assessment, planning, relationship building, program delivery, evaluation, and reporting.
- Provide leadership, support and coordination for the statewide Native Plant Master Program among participating counties (currently 12 counties).
- Prepare educational material, evaluation instruments, teaching materials and publicity information in support of natural resource and Native Plant Master initiatives. Disseminate educational materials through county and area-wide events, workshops, field days, websites, newsletters and mass media, volunteers, and other methods.
- Conduct creative programming using appropriate technologies to meet the priority needs of target audiences.
- Manage and develop the statewide Native Plant Master Colorado Plant Database and program websites.
- Market and create awareness for local programs.
- Evaluate program effectiveness and outcomes; communicate program results to professional peers, clientele and stakeholders through periodic reports, scholarly works, and various types of publications, including electronic media, popular articles, bulletins and scientific articles.
- Conduct or participate in applied research and demonstrations as appropriate to meet community needs and interests.
- Analyze national, Colorado, and county data, local resources, and historical information in order to identify community assets, program needs, and educational opportunities.
- Identify and pursue resources (grants, contracts, in-kind contributions, cost recovery fees, etc.) to enhance programming.
- Manage county and grant budget allocations for native plant and invasive weed education where appropriate.

Note: % of job assigned to this duty may be changed as the program develops.

**Initiate and Develop Relationships and Partnerships: 20%**

- Build and maintain collaborative relationships with other agencies to multiply effectiveness and outreach potential.
- Consult with Extension professionals and staff, Extension work team, University researchers, and other experts in the development of educational programs, applied research and scholarly works.
- Work in cooperation with community groups, local leaders, Extension advisory committees, county Extension director, regional director, work teams and other Extension professionals.
- Assure compliance with civil rights and affirmative action policies including reaching out to underserved and underrepresented audiences.

Note: % of job assigned to this duty may be changed as the program develops.

**Volunteer Recruitment, Development and Management: 20%**

- Develop volunteer trainers to enhance program delivery and outreach opportunities. Includes identification of the need for volunteers (or more volunteers), recruitment and selection strategies, rewarding work assignments, training, evaluation and recognition of work.
- Manage volunteer educators.

Note: % of job assigned to this duty may be changed as the program develops.

**SALARY:** Salary range is \$44,000 - \$50,000. Starting salary will be commensurate with education and experience.

**REQUIRED JOB QUALIFICATIONS:**

- Completed master's degree; one degree must have been conferred in natural resources, botany, plant ecology, weed science or a closely related field.
- Demonstrated experience working with people as individuals and in groups; ability to forge equitable and successful partnerships with other professionals and organizations.
- Evidence of drive and initiative. Must be a self-starter.
- Ability to communicate through teaching, public speaking/presentation and writing as demonstrated through application materials and experience.
- Demonstrated leadership ability.
- Demonstrated use of technology in managing and/or delivering educational programs.
- Personal or professional commitment to diversity as demonstrated by persistent effort, active planning, allocation of resources and/or accountability for diversity outcomes.
- Knowledge of and experience with methods of conflict resolution, facilitation and public issues education.
- Must have a valid driver's license or the ability to obtain a driver's license or access to a licensed driver by the employment start date.

**PREFERRED JOB QUALIFICATIONS:**

- Course work or professional experience in any or all of the following areas: horticulture, sustainable landscaping, water/drought issues, invasive species (animal and plant) management, wildlife, wildlife conflict, energy, or fire mitigation.
- Prior experience, training or capacity to supervise volunteers and manage a volunteer program as demonstrated through work experience or education. (Currently position manages 21 volunteer trainers and supports approximately 123 additional volunteer native plant educators.)
- Experience and familiarity with marketing through mass media, social media, and electronic communications (TV, Internet, radio, newspapers, on-line education, etc.).
- Experience in identifying audience needs, developing programs and evaluating impacts of programs.
- Demonstrated experience or commitment to developing skills in contracting, donor development, grantsmanship or cost recovery efforts.
- Experience developing or maintaining large relational or object oriented databases (SQL, DB2, Oracle, Access).
- Ability to speak Spanish.

**BENEFITS:** Based on full-time employment. Twenty-four working days vacation each year, 15 days sick leave. Enrollment in group health, life and accident insurance, various retirement plans, work injury benefits, and disability insurance are all available. Available personal transportation required, travel allowance provided. A full description of benefits is available at: <http://www.hrs.colostate.edu/benefits/>.

Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy and will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.

The Title IX Coordinator is the Executive Director of the Office of Support and Safety Assessment, 123 Student Services Building, Fort Collins, CO 80523 -2026, (970) 491-7407.

The Section 504 and ADA Coordinator is the Associate Vice President for Human Capital, Office of Equal Opportunity, 101 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-5836.

**BACKGROUND CHECK:** Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.

Application process and additional information may be obtained at <http://jobs.colostate.edu/postings/XXXXX>.