



Working Title: Extension Educator

Official title: SR OUTREACH SPEC(S92BN) or OUTREACH SPECIALIST(S92DN) or ASSOC
OUTREACH SPEC(S92FN)

Degree and area of specialization:

Required:

- Bachelor's degree in a field that relates to the responsibilities of this position, including, but not limited to natural resource management or forestry

Preferred:

- A Master's degree in a field relevant to the programmatic responsibilities of the position

Minimum number of years and type of relevant work experience:

Required:

- Work experience relevant to the programmatic responsibilities of the position
- Experience working in collaborative environment or using group facilitation skills
- Ability to communicate effectively using a variety of methods and technology
- Ability to effectively work with people from different cultural backgrounds, including those associated with race, ethnicity, national origin, religion, socioeconomic status, age, gender, disability, sexual orientation, and other aspects of human diversity

Preferred:

- Ability to work cooperatively with other agencies, community-based services, or organizations to address educational needs
- Experience planning, implementing, and/or evaluating community-based, non-formal, innovative educational programs related to natural resources
- Experience managing multiple tasks, timelines, and schedules while maintaining high quality work
- Demonstrated skill in interpreting, utilizing, and applying evidence-based information and research findings
- Experience developing, delivering, and evaluating educational programs for diverse audiences utilizing a variety of educational techniques, methods, and modes

Position Summary:

The Natural Resources Extension Educator serves the people and communities of Wisconsin by addressing local, statewide and national issues, improving lives through research-based education, fostering partnerships and action, and facilitating positive impacts that support:

- Thriving individuals and families
- Effective organizations
- Healthy and vibrant communities
- Strong economies

This Natural Resources Extension Educator position will primarily serve Northwest Wisconsin, but may serve stakeholders and colleagues anywhere in the state.

The Natural Resources Extension Educator designs, promotes, administers, and supports outreach activities, community engagement, and educational programming. Develops partnerships and builds strong relationships utilizing interdisciplinary skills.

Initial programming focus will include:

- Supporting ongoing efforts to reach woodland owners with no previous management experience
- Supporting partnership efforts to create and implement an information and outreach strategy to reach the identified woodland owner audiences
- Working with the Regional Natural Resource Educators to fulfill funding partners requirements around outreach and education
- Facilitating working sessions where local citizens and community decision-makers weigh alternative natural resources conservation strategies



This position will have a primary program affiliation in the Land and Water Program within the Natural Resources Institute.

The Natural Resources Extension Educator is an employee of the UW-Madison Division of Extension, a member of the Natural Resources Institute and will be assigned to the Natural Resource Educator Program as their primary program.

Principal duties:

Programming (60%)

- Provide support for multi-disciplinary, integrated natural resources programming that addresses local and statewide needs
- Plan, implement and evaluate educational programs directed at community needs on issues relating to the purpose of the position
- Develop or adapt and implement culturally-relevant, research-based educational programming to meet identified needs and opportunities and evaluate programming to improve effectiveness, inform future design and demonstrate value
- Expand access by reaching and engaging diverse audiences and ensuring full access to programs, facilities, and educational services
- Evaluate and report on programming by utilizing established tools and processes to inform future program design, improve effectiveness and demonstrate value

Collaboration & Relationships (30%)

- Participate in and provide support for multi-stakeholder collaborations
- Act as a coordinator and educational liaison to build coalitions and facilitate communication between state and federal agencies, organizations, local governments, and citizens
- Develop and maintain respectful working relationships
- Collaborate with statewide colleagues within and across organizational structures to develop and adapt standardized and relevant programming
- Promote Cooperative Extension and its programs to build greater access, visibility and value

Administrative & Programmatic Accountability (10%)

- The Outreach Specialist/NRE is accountable to the Natural Resources Education Program Directors for all matters related to performance and day-to-day work activities. The NRE is also accountable to the Land and Water Program Manager and the Natural Resources Institute Director
- Creates a plan that identifies appropriate audiences, describes the programming to meet their needs, connects to larger program objectives of Cooperative Extension and assesses programming effectiveness
- Submits reports that meet the requirements, policies, and established practices of Cooperative Extension and partners, including federal Civil Rights requirements

Additional Information:

OFFICE LOCATION: Eau Claire area (3 options in Eau Claire, Chippewa, Dunn counties)

Additional Requirements:

- Must be able to make individual arrangements for transportation adequate to meet position responsibilities and essential job functions
- Must be able to work evenings or weekends as needed

Please note that successful applicants are responsible for ensuring their eligibility to work in the United States (i.e. a citizen or national of the United States, a lawful permanent resident, a foreign national authorized to work in the United States without need of employer sponsorship) on or before the effective date of appointment.

A criminal background check will be conducted prior to hiring.

A period of evaluation will be required



Employee class: Academic Staff
Department(s): EXT/ANR
Full time salary rate: Minimum \$45,000 ANNUAL (12 months)
Depending on Qualifications
Term: This is a renewable appointment.
Appointment percent: 100%
Anticipated begin date: December 1, 2019
Number of positions: 1
Department Contact:
Kris Tiles Phone: 715-261-1254
432 N Lake St Phone TTY: 608-263-2473
Extension Building Fax: N/A
Madison, WI 53706-1415 Email: kris.tiles@wisc.edu

HOW TO APPLY:

To begin the application process, click the Apply Now button.

You will be asked to provide a cover letter and resume addressing your skills and experience as they relate to the qualifications and duties in this job description.

As applicants move on to next steps in the process, they will be asked to provide names and contact information (e-mail address, phone number, and mailing address) of at least three references.

To ensure consideration, application must be received by: November 4, 2019

If you need to request an accommodation because of a disability you can find information about how to make a request at the following website: <http://www.oed.wisc.edu/478.htm>

NOTE: Unless confidentiality is requested in writing, information regarding the names of applicants must be released upon request. Finalists cannot be guaranteed confidentiality.

UW-Madison is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply.

For more information on the University of Wisconsin-Madison Office of Human Resources please see <http://www.ohr.wisc.edu/>

*For more information on the University of Wisconsin-Madison see our home page at <http://www.wisc.edu/>
For UW Madison Campus Safety Information see <http://www.students.wisc.edu/safety/>*

