

POSITION DESCRIPTION

Title: **Extension Educator**

Working Title: **Sea Grant Extn Educator Upper Peninsula**

Institute: **Greening Michigan Institute**

BASIC FUNCTION

Michigan Sea Grant, a cooperative program of Michigan State University and the University of Michigan, helps to foster economic growth and conserve Michigan's coastal and Great Lakes resources through education, research, and outreach. Sea Grant Extension educators are involved in planning, organizing, and implementing university-based educational programs that apply knowledge and understanding gained through research. MSU Extension (MSUE) educators support Great Lakes stakeholders with information and tools to make informed decisions to conserve Michigan's coastal and Great Lakes resources and enhance coastal communities.

Sea Grant Extension educators serve a variety of stakeholder groups, but no single educator can be an expert in all areas of concern to all potential stakeholders. Therefore, educators are part of a collaborative team within Michigan Sea Grant and MSU Extension, specializing in particular areas of concern in their districts; and sharing their knowledge and skills with colleagues in other parts of the state, Great Lakes region and nation. The person in this position will work collaboratively with the team of Sea Grant and MSUE outreach professionals to provide overall leadership for the Upper Peninsula region. This person will collaborate with other partners to support Extension programming and applied research related to Great Lakes fisheries and coastal habitats, aquaculture, seafood safety (hazard analysis and critical control points programming) and coastal community resiliency.

Michigan's Upper Peninsula is surrounded by three of the Great Lakes, and supports many state commercial and tribal fisheries. Coastal communities and Great Lakes recreational activities contribute to much of the Upper Peninsula community economic development. The individual selected for this position will work with local stakeholders, Sea Grant colleagues, and other Extension team members to identify key issues and develop educational and outreach programming, to address regional needs and enhance applied research.

CHARACTERISTIC DUTIES/RESPONSIBILITIES

- Develop, conduct and evaluate innovative educational programs that meet current and projected needs.
- Communicate and interact with community groups to evaluate the needs of the clientele.
- Work with a variety of stakeholder groups that often have competing visions for lakes Superior, Michigan, and Huron, and help to facilitate interactions of these diverse stakeholders for the common good of society and the resource.
- Work with natural resources agencies, stakeholder organizations, and coastal communities, including their residents, leaders, and volunteers, in identifying problem areas and opportunities where educational programs may positively impact fisheries, water quality, fishery- and aquaculture-dependent businesses, and coastal community resiliency.

- Work collaboratively with community-based organizations and utilize the skills and abilities of community volunteers and stakeholders to obtain local resources that supplement Sea Grant/MSU Extension efforts and extend and expand programming support.
- Build and maintain a network of contacts with other groups interested in natural resource issues related to fisheries and coastal ecosystems, habitat restoration, and facilitate better communication and interactions between stakeholders and appropriate natural resource management agencies.
- Serve as an information resource to clientele, partners, Sea Grant, and Extension staff.
- Collaborate with MSU Extension staff to conduct and evaluate programming efforts.
- Coordinate educational program opportunities with the District Coordinator in the program coverage area.
- In concert with the MSUE work team(s), work with federal, tribal, state and county agencies to complete needs assessment of the community and develop innovative and effective programming that addresses needs for fisheries and fishery management, coastal community resiliency, and Sea Grant-related programming (e.g., fishery science and management educational programs, commercial fishing vessel safety, seafood HACCP, aquaculture, etc.).
- Create and promote positive public relations for MSU Extension and the Greening Michigan Institute, and the Michigan Sea Grant Program.
- Author, produce and submit regular research-based educational articles.
- Develop and utilize appropriate media methods to communicate current and timely information, research results, and relevant industry updates, as well as a schedule of current and future activities.
- Actively participate in professional development opportunities.
- Participate in appropriate in-service training and professional development activities that maintain program area effectiveness and competence in educational roles.
- Gather and report programming outputs and impacts, to demonstrate program effectiveness and to guide future program priorities for MSU Extension, the Greening Michigan Institute, Michigan Sea Grant College Program and the work group aligned with.
- Prepare required reports necessary for the Employee Development System and assist the Institute Director, District Coordinator and Program Coordinator of Michigan Sea Grant Extension, in tabulating relevant information necessary for unit outreach and other reporting requirements, including MSU Extension employee reporting system (MiPRS), and other MSU Extension or Michigan Sea Grant reports.
- Work to ensure that community needs assessments, program development, and recruitment efforts for diversity and pluralism, include the engagement of Michigan's diverse residents across race, gender, socioeconomic class, disabilities and other differences.
- Understand and implements Civil Rights policies and procedures.
- Work with Michigan Sea Grant Extension and MSU Extension administrative team members, as well as the Michigan Sea Grant College Program administrative team, to assure compliance with equal opportunity, affirmative action and other civil rights requirements.
- Other duties or projects as assigned, as related to the mission of the program.

SUPERVISION RECEIVED FROM

Director of the Greening Michigan Institute for administrative direction and the Program Coordinator of Sea Grant Extension for programmatic direction.

WORK ENVIROMENT

This position requires driving as a regular part of the position, carrying educational materials, equipment, etc. up to 25 lbs.

MINIMUM REQUIREMENTS

- Master's degree from an accredited institution in a field of study related to freshwater fisheries, water quality, seafood safety, natural resources, or related field must be earned by date of hire.
- Demonstrated ability and skill in educational program planning, implementation and evaluation.
- Ability to create and carryout a project plan from research of initial concept to project completion and follow-up.
- Experience with marketing/promotion of educational programs.
- Strong interpersonal, oral and written communication skills.
- Experience and proven ability working productively with a team.
- Self-motivated with demonstrated ability to work independently in an office environment without daily supervision and/or coaching.
- Proficiency in use of technology (e.g. web research, Microsoft Word, Excel, PowerPoint, Outlook for mail/calendaring, distance technology, etc.) for day-to-day work and educational program delivery, record keeping, reporting, team-based communications and overall management.
- Demonstrated success in program development and delivery to diverse audiences/communities including but not limited to race, gender, socioeconomic class, disabilities and other differences.
- Proven ability in establishing and working with a diverse network of constituents and community members across race, gender, socioeconomic class, disabilities and other differences to assist with program development and outreach.
- Understanding of and ability to implement Civil Rights principles and compliance standards.
- Ability to lift and carry educational materials, equipment, etc. up to 25 lbs.
- Ability to travel regularly in local and surrounding communities.
- Occasional long distance travel.
- Transportation is the responsibility of the employee.
- Other skills and/or physical abilities required to perform duties of the position.

DESIRED QUALIFICATIONS

- 3-years' experience in Extension program delivery or demonstrated ability and skill in educational program planning, implementation and evaluation (relevant experience acquired within the last 5-years preferred).
- Demonstrated effectiveness in leadership, facilitation, human relations and written and oral communications.
- Proven record of working with state, federal, tribal, and community based organizations and groups, and working knowledge of the Great Lakes Fishery Commission.
- Understanding of Federal Trust responsibilities to tribes and government-to-government relationships.
- Experience in establishing collaborations and community-based initiatives.
- Analytical and statistical analysis (i.e. *R statistical* computing) for fishery modeling for fishery stocks and population dynamics.
- Successful experience in proposal development.
- Demonstrated success in grant writing and experience managing operating budgets.
- Documented understanding of and commitment to equal opportunity, affirmative action and diversity/pluralism.

This position is a full-time, fixed term end-dated appointment renewable annually based upon successful performance and continued funding.

FAIR LABOR STANDARDS ACT DESIGNATION

This position is exempt as defined under the FLSA.

MSU is an affirmative-action, equal-opportunity employer, committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.