

STONE CHILD COLLEGE

8294 Upper Box Elder Rd. Box Elder, Montana 59521. (406) 395-4875 (406) 395-4836 (fax)

OPEN POSITION

Job Title:	Extension Agent
Opens:	Opens: January 19, 2023 – Open until filled
Supervisor:	SCC President
Classification:	<i>Full-Time</i>
Salary:	According to SCC Salary Scale, depending on experience and education – Fringe Benefits

JOB SUMMARY

- Plan and implement education, outreach, research, and leadership programs related to production agriculture, economic/community development, and 4-H.
- Plan, implement, and evaluate outreach and education programs in agriculture, natural resources, family and consumer science, and youth development.
- Work with various community and civic groups in programs related to community and youth development.
- Will be responsible for maintaining all monthly, quarterly, yearly, and closeout reports related to Extension program funding sources and grant compliance.
- Review budget reports from the finance office to answer the expenditures of project funds.
- Responsible for monitoring and documenting the achievements of goals and activities for the program.
- Determine program needs by monitoring trends and issues, involving Extension leadership councils and other leadership committees.
- Analyze tribal, county, state, and national data, local resources, and historical information to identify community assets, program needs, and educational opportunities.
- Maintain knowledge of current research information as it pertains to Extension.
- Design programs to meet the needs of target audiences, specify program goals and objectives, and identify resources.
- Inform clientele of program activities through social media and other marketing and outreach media.
- Use appropriate technologies to plan and deliver programs through workshops, seminars, conferences, one-on-one visits, on-site demonstrations, field trips and tours.
- Consult with Extension professionals and staff, Extension work team, college researchers, and other experts in the development of educational programs, applied research, community based participatory research, and scholarly works. Parodically share progress and outcomes with stakeholders.
- Function as a resource for other agencies and organizations. Promote interaction and cooperation among commodity groups, local, tribal, county, state, and federal agencies.
- Develop and implement evaluation plans.
- Recruit and utilize volunteers.
- Report results to clientele, public and administration.
- Write and submit for local, state, federal, and foundation funding.
- Provide leadership and programming in the areas of nutrition, health and food safety for Extension in the Rocky Boy's Indian Reservation and surrounding area.
- Other duties as assigned by supervisor.

REQUIREMENTS

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General Requirements:

- Experience in managing program records of state and federally funded projects.
- Experience working with Tribal communities.
- Demonstrate the ability to work effectively with diverse student learners.
- Demonstrate ability to motivate and lead staff.
- 10 years of successful grant program management.
- Ability to communicate effectively orally and in writing.
- Ability to recruit, train and manage volunteers.
- Experience in developing positive interactions with the public.
- Experience planning, implementing, marketing, and evaluating programs.
- Knowledge of Rocky Boy Indian Reservation as to geographical, population, educational needs, and cultural differences preferred.

Education and Experience:

- Associate Degree in Business Administration, Agriculture, Natural Resources, or related field required.
- Bachelor's Degree in Business Administration, Agriculture, Natural Resources, or related field preferred.
- Experience with Microsoft Office 365, Excel, Word, and online grant reporting systems.

HOW TO APPLY

Please submit either hard or electronic copies in Portable Document Format (PDF) the following:

- letter of interest
- current resume
- transcripts (official preferred)
- three professional letters of reference with contact information that pertain to the position
- SCC application

Provide a 500-word writing sample by answering the following question: How could an effective SCC Extension program help the Rocky Boy's Indian Reservation?

Provide a listing of 5 grants that you have successfully administered and include their total award amount, funding source, two sentences on the project, and a current contact that can verify performance.

(www.stonechild.edu)

Email: Jessie Demontiney, HR Director – jdemontiney@stonechild.edu. Only complete application packets will be considered. All positions require pre-employment drug testing and criminal background check.

SCC will give preference in hiring to qualified Chippewa Cree tribal members, American Indians, and Veterans.