



# Visiting Extension Outreach Associate 4-H Youth Development

## WE TRANSFORM LIVES

Everything we do is designed to improve the quality of life of the people in the state of Illinois, across the nation, and around the world. We discover, develop, translate, and disseminate knowledge to address societal concerns and train the next generation of experts and leaders in a way that empowers them to expand the boundaries of science to higher levels of understanding and influence.

**Be a part of our story.** Through learning partnerships that extend knowledge and change lives, University of Illinois Extension provides educational programs aimed at making life better, healthier, safer, and more profitable for individuals and their communities. Illinois Extension has operated continuously for more than 100 years connecting the citizens of Illinois to their land-grant university by providing educational programming around the state. University of Illinois Extension is based in the College of ACES and works with all colleges and units of the University of Illinois at Urbana-Champaign.

The Visiting Extension Outreach Associate, 4-H Youth Development serves as a full time, 12-month academic professional with primary responsibility to plan, implement, and evaluate educational programs related to youth development issues while supporting the mission of University of Illinois Extension. The position will work closely with the 4-H Extension Educators to aid in resource and program development, to cultivate relationships with higher education, business, and community organizations, and to conduct volunteer trainings and professional development for staff.

One full-time position is available

**Location: Unit 22 – Madison, Monroe and St. Clair Counties**

(Position will be housed in Collinsville, IL)

Additional positions may become available in other locations

## Position Overview

### Program Planning, Delivery and Evaluation

- Develop integrated programming plans and evaluation guides to support project deliverables.
- Contribute to background research to support the development of programming materials as part of designated Extension projects.
- Collect and analyze data to develop and support programming strategies.
- Collaborate with team members to ensure successful execution of deliverables.
- Create and mobilize partnerships for successful implementation of projects.
- Facilitate communications, meetings, and outreach strategies under the guidance of Extension staff.

### Research and Evaluation

## Application Due

March 8, 2023

## Proposed Start Date

As soon as possible after the closing date

## Salary

Commensurate with experience and qualifications

## To Apply

Go To: <http://go.illinois.edu/1015664>

Log in to your account and upload a cover letter and resume, as well as the names and contact information of three professional references

## More Information

Immigration sponsorship is not available for this position. The position is a temporary, full-time, benefits eligible, non-tenure academic professional position appointed on a 12-month service basis. The position may become non-visiting at a later time dependent upon funding and/or programmatic needs. Generous vacation and sick leave. State Universities Retirement System. Group health, dental, vision and life insurance.

This is a security-sensitive position. Comprehensive background checks, including but not limited to a criminal conviction information check, and a review of the Registered Sex Offender list, will be conducted.

- Use research and evaluation findings to create innovative materials and make changes to existing program offerings in order to improve quality.
- Share principles of evidence-based best practice with team members and collaborators.
- Develop reports for internal and external stakeholders
- Seek professional development opportunities to enhance competency in subject matter areas.

### **Organizational Requirements**

- Comply with all University of Illinois Extension Affirmative Action/Equal Opportunity policies and guidelines in all aspects of Extension work; assist unit staff with data collection for Affirmative Action, Gender, and Targeted reports as needed.
- Comply with all reporting deadlines and requirements (e.g. plans-of-work, activity and impact reporting, etc.).
- Perform other duties that contribute to the mission of University of Illinois Extension programming, as assigned.
- Local, regional, statewide, and (limited) interstate travel required.

### **Other Information**

- To perform the functions of this position, the employee will be required to perform work both within an office and outside in the communities that are served, and must have the capability to travel from one location to the other in a timely fashion. Employee is responsible for securing personal transportation. A valid driver's license is preferred. Some work will be required during evenings and/or weekends. When working, the employee may be exposed to a variety of environmental factors to include, but not limited to, hot or cold weather, exposure to noise and allergens, and uneven ground. In performing the functions of this position, the employee may be subjected to various mental and physical demands as well to include, but not limited to, independently traveling to and performing work at different locations, lifting and moving items that may occasionally weigh up to forty (40) pounds and frequently weigh up to twenty (20) pounds, and twisting, pushing and pulling movements. More detailed information regarding the functions of this position (including the physical, mental and environmental requirements of the position) may be obtained from Human Resources for the College of Agricultural, Consumer and Environmental Sciences (ACES) by contacting [hr@aces.illinois.edu](mailto:hr@aces.illinois.edu).

**Administrative Relationship:** The Visiting Extension Outreach Associate, 4-H Youth Development is administratively responsible to the County Director.

**Programmatic Relationship:** The Visiting Extension Outreach Associate, 4-H Youth Development is programmatically responsible to the Program Leader(s) for the delivery of programs that align with identified national and state priorities.

### **Qualifications**

#### **Required:**

- Bachelor's Degree in Youth Development, Education, Community/Public Health, Leadership Studies, Agricultural/Environmental Sciences or closely related field from an accredited institution of higher education. Candidates with a Bachelor's degree in progress may be considered for interviews, but degree must be completed by hire date.
- Evidenced knowledge of and experience with youth development best practices.

#### **Preferred:**

- Master's degree preferred.
- Teaching or youth development experience in informal setting.
- Experience working with volunteers, including recruitment and support.
- Experience with program planning for youth audiences.

*The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Convictions are not a bar to employment. The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit [Policy on Consideration of Sexual Misconduct](#) in Prior Employment. The University of Illinois must also comply with applicable federal export control laws and regulations and, as such, reserves the right to employ restricted party screening procedures for applicants.*

*As a qualifying federal contractor, the University of Illinois System uses [E-Verify](#) to verify [employment eligibility](#).*

*The University of Illinois is an Equal Opportunity, Affirmative Action employer that recruits and hires qualified candidates without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability or veteran status. For more information, visit <http://go.illinois.edu/EEO>.*

- Experience working with racially, ethnically and linguistically diverse youth.
- Experience with project coordination or management.
- Curriculum development experience.
- Experience in evaluation and impact reporting of youth programs.

**Knowledge, Skills, and Abilities:**

- Strong oral and written communication skills. Evidence of strong interpersonal skills and ability to work independently and within a team environment. Understanding of land-grant University Extension and demonstrated ability to work effectively within Extension system is preferred. Project management skills preferred.

**Application Procedure**

To apply, go to <https://go.illinois.edu/1015664>. Please upload a resume, cover letter, and the names and contact information for three professional references. Resume dates submitted must be in month/year format and employment history, at a minimum, should include all work dating back to the completion of your undergraduate degree. Positions that were less than full-time/100% must be noted as being part-time. Transcripts may be requested at a later date. To receive full consideration, all requested application materials should be submitted via the online system by **March 8, 2023**.

For further information about the position please contact search chair, Christina Edgington at [chrisedg@illinois.edu](mailto:chrisedg@illinois.edu). For technical assistance with the online application process, please email [jobs@illinois.edu](mailto:jobs@illinois.edu).

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