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**Institute, WV 25112**

**Job Title:** Assistant Program Director, Communities and Families

**Department/ Office:** WVSU Extension

**Reports To:** Director of Extension

**FLSA Status:** Exempt

**Position Overview:**

The Assistant Program Director for Communities and Families operates within the West Virginia State University Research and Development Corporation and works with the Director of Extension to provide leadership, administration, and evaluation of programming within the Community and Economic Development (CED) and Family and Consumer Sciences (FCS) program areas of the WVSU Extension Service.

**Major Duties and Responsibilities include but are not limited to the following (other duties may be assigned as needed):**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Oversee the development and delivery of high impact non-formal education based on locally identified needs which will lead to improved quality of life for individuals, families, and communities.
* Plan and implement programs focused on improved nutritional choices in children and adults, nurturing families, promoting healthy homes and communities, family resource management, community engagement, entrepreneurship development and other topics germane to community and economic development and family and consumer sciences.
* Assist in the formation of the USDA NIFA Plan of Work.
* Develop program plans which meet the needs of WVSU Extension clientele are consistent with the WVSUES mission and conform to policies and objectives of the WVSU Research and Development Corporation.
* Employ comprehensive program planning with ongoing involvement from Research and Public Service administrators, advisory committee members, stakeholders, and university faculty & staff in order to identify priority community needs.
* Promote team efforts in cross-program, multi-disciplinary, statewide, and multi-state priority issues.
* Assist in the creation and evaluation of informal educational programs, products, and research initiatives with Extension Specialists, Research Specialists, and other curricular and program staff members.
* Assist WVSUES personnel in developing tools and methods to evaluate outreach programs.
* Participate in the delivery process with Extension and Research personnel at all levels.
* Assist in the recruitment, selection, development montoring, and evaluation of personnel, as well as implementation of corrective actions, as needed.
* Identify, create, and implement a plan to meet professional development needs with staff.
* Provide leadership for the formation and operation of program teams, evaluating budgetary needs, and conducting periodic reviews, as needed, in order to address changing program priorities.
* Assist in the implementation of the USDA NIFA Plan of Work and completion of the Annual Report of Accomplishments.
* Provide leadership for programmatic resource development and management by proactively seeking external funding opportunities, writing grants, and managing budgets
* Identify funding sources to support existing and planned program activities as well as coordinate the development and submission of grant proposals
* Responsibly deploy and fulfill reporting requirements of federal and extramural resources.
* Conduct activities to foster a positive public image of WVSUES, WVSU R&D Corporation, and West Virginia State University, an 1890 Land-Grant Institution.
* Appropriately represent West Virginia State University Extension Service with individuals, agencies, and organizations on state, regional, and national levels.
* Share leadership in Extension's commitment to employ from and program for the diversity represented in West Virginia's population.
* Understand and comply with policies and procedures of the West Virginia State University R&D Corporation.
* Other duties as assigned.

**Competencies**

1. Technical Capacity.
2. Personal Effectiveness/Credibility.
3. Ability to work with minimal supervision
4. Thoroughness.
5. Collaboration Skills.
6. Customer Service skills
7. Communication Proficiency.
8. Flexibility.
9. Software skills (MS Word, MS Excel, and Outlook) are required, as well as Internet research abilities.

**Supervisory Responsibility**

The Assistant Program Director for Communities and Families carries out any assigned supervisory responsibilities in accordance with the West Virginia State University Research and Development Corporations policies and applicable state and federal laws. Responsibilities of the position include interviewing, hiring, and training staff, volunteers, and student workers; planning, assigning, and directing work; appraising performance; rewarding and disciplining volunteers; addressing complaints and resolving problems.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job**.** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and reach with hands and arms. The employee is frequently required to stand and walk. The employee is frequently required to bend and stoop. Specific vision abilities required by this job include ability to adjust focus.

**Position Type and Expected Hours of Work**

This is a full-time position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m.   Summer Schedule is Monday through Friday. 8:00 a.m. to 4:00 p. m. However, due to the nature of the work performed flexible hours, including evenings, weekends and occasional overnights are required.

**Travel**

Travel statewide but specifically within Central and Southern WV is expected.

**Experience/Qualifications:**

M.S. in Community Development, Economics, Business Administration, Public Health, Public Policy, Nutrition, Behavioral Health, Social Work or closely related field germane to the targeted program areas required. Ph.D. Preferred.

Demonstrated ability in designing, implementing, evaluating and reporting impact of community-based, non-formal educational programs; supervision of professional and support employees; resource development and management; excellent verbal, written and interpersonal skills; knowledge of Extension’s educational delivery systems and other aspects of the land grant system highly desired

Individual needs to be self-motivated, out-going, able to work in a team environment. Flexible hours, including evenings, weekends and occasional overnights required. Valid driver’s license in good standing. The ability to lift and carry 65 pounds.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Work Authorization/Security Clearance**

This position is designated as security-sensitive. Before an offer of employment is made, a pre-employment background investigation will be completed, which may include a criminal background check, educational, DMV and prior employment.

**Closing Date: July 31, 2019**

Please send cover letter, resume, unofficial transcript, and recent letters of recommendation from three professional references with contact information to:

Search Committee Chair, Assistant Program Director, Communities and Families   
West Virginia State University Research and Development Corporation,

POB 1000, 201 ACEOP Administration Building,  
Institute, WV 25112.

PREFERRED: Information accepted as e-mailed in Word or PDF format to

rdemployment@wvstateu.edu

**AAP/EEO Statement**

**Reasonable accommodations will be made to provide this content into reasonable alternate accessible formats upon request. Please contact our offices at (304) 766-5224 or** [**Justin.Cherry@wvstateu.edu**](mailto:Justin.Cherry@wvstateu.edu)**.**

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