

County Extension Coordinator Auburn University

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Posted Jan. 21, 2021, set to expire Jun. 5, 2021

Job Title	County Extension Coordinator
Department	Shelby County
Institution	Auburn University Auburn, Alabama
Date Posted	Jan. 21, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Agriculture/Animal Care
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Job Description

This position is located in Columbiana, Alabama The County Extension Coordinator is a non-tenure track faculty, community-based professional of the Alabama Cooperative Extension System (ACES) who represents the science-based resources and other resources available through Alabama A&M University and Auburn University. They are recognized as a community leader who addresses the contemporary challenges, issues, and opportunities facing the citizens of the county through university programs and knowledge. County Extension Coordinators build and strengthen relationships with key business, government, and education leaders and citizen stakeholders to build county leadership capacity and programmatic linkages. They assess community needs by engaging and involving citizens, plan and implement programs in conjunction with regional educators and state specialists, and document measurable outcomes over time. The County Extension Coordinator actively supports economic and community development initiatives. The County Extension Coordinator is the first line supervisor and manager of the county extension office and serves as the primary contact person with local governing bodies that provide funding.

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County Extension Coordinators are responsible for implementing the management functions of the county office to include planning and organizing, directing, and staffing. Human resource management includes counseling during employee probationary periods, reviewing employee performance, making merit-pay and promotion recommendations, training staff, and advising staff in terms of career development. The County Extension Coordinator is responsible for generating financial support from local governing bodies and from new sources including grants, contracts, user fees, and donations; providing leadership to developing an annual plan-of-work; achieving program objectives and outcomes; and promoting teamwork among county funded staff, regional extension agents, urban regional extension agents, and state specialists. The County Extension Coordinator is responsible for complying with all federal and state laws (including civil rights) pertaining to program delivery and employment within the county office, and they work collaboratively with other ACES employees. County Extension Coordinators having a particular subject-matter interest may develop their expertise to support programming in their assigned county. This secondary function would be determined in consultation with their supervisor.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact