CORNELL COOPERATIVE EXTENSION ASSOCIATION OF ORANGE COUNTY
STAFF POSITION DESCRIPTION

Current Incumbent, if any:  
Date Written/Revised: 8-14-2017
CCE Classification Job Title: Association Resource Educator  
Position #:  
Working Title (if different): Family Education Coordinator  
FTE: 1.0
Reason: □ New Position  □ Revision  
FLSA:  □ Exempt  □ Non-Exempt

REPORTING RELATIONSHIP(S):

Immediate Supervisor’s Name and Classification Job Title: Suzy McCormack; Association Issue Leader
Position(s) Supervised / Direct Reports  Subject Educator I & Subject Educator II
Volunteer Oversight: □ No  □ Yes  30

POSITION SUMMARY:
The Family Education Coordinator (Association Resource Educator) is responsible for planning, implementing, developing, promoting and evaluating parent and family educational programs benefiting the health and welfare of Orange County families. Responsibilities include planning, implementing, developing, coordinating, promoting and evaluating the Relatives as Parents Program (RAPP) as well as general parenting education programs. The main objective will be to establish a coordinated system of prevention focused education and support programs to meet the diverse needs of Orange County families. All programs emphasize parenting skills, nutrition, financial management, navigating the legal system and health and wellness education. The position includes direct supervision of staff and oversight of volunteers, coalition coordination, grants management and program development. Working with the Family & Consumer Sciences Issue Leader, the Family Education Coordinator develops program objectives and plans of work within the assigned areas of responsibility. Responsible for representing the Association and Program to the public, community leaders, government officials, and Cornell University. May work as a team member in addressing local, regional and statewide programming priorities.

REQUIRED QUALIFICATIONS:

• Master’s Degree in Human Ecology, Education, Sociology, Psychology, or Related Field
• Experience relevant to the role of the position particularly experience with support groups and/or working with kinship families.
• Demonstrated ability to lead and to relate effectively to program staff, co-workers, advisors, community and professional leaders, clientele and diverse groups/audiences and involve people in determining program direction.
• Ability to assist in grant writing and reporting.
• Ability to communicate effectively through oral, written, and visual channels using traditional educational tools as well as digital media.
• Strong interpersonal skills with proven ability to work effectively with advisory boards and committees, community and funding partners.
• Ability and willingness to work with diverse audiences and maintain cultural sensitivity.
• Ability to work flexible hours which include evenings and/or weekends.
• Ability to meet travel requirements associated with this position.
• Ability to meet acceptable background check standards.

PREFERRED QUALIFICATIONS:

• Fluent in Spanish
• Ability to design and implement an effective marketing plan for program.

**SUBJECT MATTER/BACKGROUND:**

- Agriculture and Food Systems
- Nutrition, Food Safety & Security and Obesity Prevention
- Environment and Natural Resources, Sustainable Energy and Climate Change
- Community and Economic Vitality
- 4-H Youth Development and Children, Youth and Families
- General Administration
- Information Technology
- Finance
- Human Resources
- Facility
- Farm
- Grant/Contract
- Communication
- Other

**THIS IS A FULL TIME, EXEMPT POSITION WITH AN ANNUAL SALARY OF $55,744.**

**ALL INTERESTED CANDIDATES MUST APPLY ON-LINE AT**


**DEADLINE FOR APPLYING IS SEPT. 5, 2017. POSTING CLOSING DATES MAY CHANGE BASED ON ASSOCIATION NEEDS.**
**RESPONSIBILITIES/ESSENTIAL FUNCTIONS:**

**Program Responsibilities:**

<table>
<thead>
<tr>
<th>Program Assessment</th>
<th>15%</th>
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<tbody>
<tr>
<td>- Ensure program assessment is aligned with scope of the statewide and Association Plan of Work, developing and enhancing assessment where needed.</td>
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<tr>
<td>- Work with local community partners to identify gaps and trends in the community, as well as state and national partners to identify trends in needs of clientele.</td>
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<td>- Apply subject matter knowledge to identify local program needs in collaboration with advisory groups, community agencies, and program participants.</td>
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<tr>
<td>- May assist in multi-association team efforts to identify regional program needs in collaboration with regional CCE partners, advisory groups, community agencies and program participants.</td>
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<td>- Make recommendations for programmatic offerings, enhancements or improvements.</td>
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<thead>
<tr>
<th>Program Development</th>
<th>25%</th>
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<tr>
<td>- Apply the subject matter knowledge to develop educational strategies to meet the needs of diverse program participants, and to achieve identified program priorities and goals.</td>
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<td>- Create innovative educational program, adhering to the statewide plan of work, identifying and utilizing existing resources, selecting, adapting and creating curricula as needed.</td>
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<td>- Utilize local community agencies and organizations that serve on relevant advisory committees and coalitions, as well as relevant state and national agencies and organizations, as resources for the development of programs to meet that needs of participants.</td>
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<td>- Make programmatic changes based on program evaluation outcomes.</td>
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<td>- May be involved in regional team efforts to develop program to address priority issues.</td>
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<td>- May assist in application of a high level of disciplinary subject matter knowledge to develop educational strategies.</td>
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<td>- May assist in development of program to meet changing regional issues and/or changing multi-association issues.</td>
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<tr>
<th>Program Delivery</th>
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<tr>
<td>- Apply in depth family and parenting education knowledge to create and implement lesson plans, identifying resources and activities necessary to deliver high quality parent and family educational programs to include nutrition, finance, navigating the legal system and health and wellness components, within the scope of the Association and statewide Plan of Work.</td>
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<td>- Foster acceptance of program, methods and policies to address community and individual needs and consider diverse audiences.</td>
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<tr>
<td>- Utilize a variety of educational methods which may include direct teaching, guest speakers, adult, youth and intergenerational group activities and experiences, social media, website, email, distance learning and newsletters.</td>
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<td>- Serve as a referral mechanism for families to appropriate services in the community.</td>
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<td>- Serve as subject matter expert in discipline for clientele, colleagues, community, decision makers and funders.</td>
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<td>- Provide leadership and training on subject matter for social service agency staff in Orange County, as applicable.</td>
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<td>- Interact with program participants, representing CCE in a professional manner at all times.</td>
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<td>- Maintain linkages with Cornell subject matter specialists for program delivery guidance.</td>
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<tr>
<td>- May be involved in multidisciplinary and/or multi-association team efforts to deliver program.</td>
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<td>- May have direct linkage with other Land Grant University faculty and program units for program delivery guidance.</td>
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<td>- Represent CCE before the public, community leaders, government officials, funders, Cornell or other land grant universities as part of program delivery.</td>
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*Position Description Template Revised July, 2016*
### Program Evaluation

- Develop program evaluation framework and tools based on subject matter knowledge, within the scope of the statewide and Association Plan of Work.
- Implement program evaluation and analyze and interpret collected program evaluation data, and communicate results and findings with funders, Issue Leader and others where appropriate.
- Identify and recommend changes to strengthen and improve programs.

### Administrative Responsibilities:

#### Direction

- Provide complex administrative tasks to support the planning of educational programs through the interpretation of Association and Cornell program direction.
- Develop educational program goals and strategies to meet the needs of participants with an emphasis on parenting skills, nutrition, financial management, navigating the legal system and health and well-being.
- Develop educational program goals and strategies, with youth educator, to meet the needs of youth participants with an emphasis on science, technology, engineering and math, as well as life and career skills.
- Assist in developing effective working relationships with Cornell faculty and administration, appropriate County departments, elected officials, local community leaders and organizations, keeping these individuals and groups informed of Healthy Communities goals, programs and impacts.
- Provide input to the Issue Leader in planning program budget to ensure achievement of program goals and strategies.
- Assist with the development of grants and funding proposals to secure ongoing or new funding, as well as the development of staffing plan, to support and enhance educational program offerings.
- Plan strategic external and internal marketing communications, including press releases, radio, television, website, social media, association and program newsletters, brochures, flyers and rack cards, for Relatives as Parents Programs.

#### Management

- Assist Issue Leader in administrative and program management activities as assigned.
- May assist in solving problems and resolving conflicts that arise in the program, utilizing appropriate policies and procedure.
- Monitor program to ensure that educational content conforms to research base, policies and objectives of the Association and is research knowledge-based.
- In collaboration with supervisor, oversee the management of educational strategies to accomplish the identified goals and objectives for the Relative as Parents Program.
- Effectively manage financial resources to accomplish program objectives, monitoring income and expenses to ensure spending is within the constraints of grant and contract budgets. Seek guidance from Issue Leader for identifying and managing operating variances.
- Guide the implementation of communication strategies for Relatives as Parents Programs.
- May perform moderately complex tasks related to supervisory responsibility as applicable.
- Effectively allocate human resources and align appropriate staff skill sets and performance level under the established staffing plan to accomplish program objectives.
- Provide supervision to program staff and oversight of volunteers.
- Support volunteer recruitment and training.
- Assist in the management of subcontractors who assist in program development and delivery.

#### Coordination/Operation

- Provide moderately complex administrative support to the implementation of the assessment, development, delivery, and evaluation of established educational program goals.
- Compile and prepare teaching materials necessary for program delivery.
• Coordinate program planning and implementation; including adult, youth and intergenerational educational programs and activities, and coalition meetings.
• Collect evaluation and program needs assessment data from program participants based on existing framework.
• May provide moderately complex administrative support to accomplish financial goals within assigned program/ function, including submission of grant and funding proposals.
• Submit reports, including impact statements and success stories, for funders, Association, and Cornell, with guidance and supervision from the Issue Leader.
• Complete required financial documentation to meet grant, contract and Association finance management requirements.
• Coordinate marketing and promotion of Relatives as Parents Programs through public relation initiatives and networking/collaborating with agencies, schools, organizations, decision makers and clientele.
• Coordinate and maintain an educational resource and referral system for Orange County caregivers.
• Develop and distribute the quarterly RAPP Reporter newsletter.
• Maintain an educational resource and referral system for Orange County relative caregivers.

Professional Improvement | 5%
---|---
• In cooperation with Issue Leader and/or Executive Director, jointly develop and pursue a professional development plan as a means to increase competencies relative to position accountabilities and to address changes and Association priorities.
• Collaborate in activities that are in general support of Cornell Cooperative Extension and perform other duties as assigned.

Health and Safety | Applied to all duties and functions.
---|---
• Support the Association to maintain a safe working environment.
• Be familiar with and strive to follow any applicable federal, state, local regulations, Association health and safety policy/procedure/requirement and standard.
• Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified.

EEO/EPO and Policy | Applied to all duties and functions.
---|---
• Appreciate and embrace diversity in all interactions with clientele, staff, volunteers and the public.
• Assist the Cornell Cooperative Extension system in reaching out to diverse audiences.
• Aware of, and adheres to, established Cornell Cooperative Extension Association of Orange County policies, procedures and Cornell Cooperative Extension Skills for Success.
• Contribute to the overall success of the organization by performing all assigned duties in a professional, timely and accurate manner.

CCE Admin HR approved 8-14-17.

Equal Opportunity Employment
Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities.

Position Description Template Revised July, 2016
For each factor below, choose the phrase that best fits the characteristics of this position:

**SCOPE OF IMPACT OF THE POSITION:**
Moderate - beyond the program

**INTERACTION WITHIN ASSOCIATION:**
Coordinate major activities/sensitive situations

**INTERACTION WITH VOLUNTEERS:**
Direct volunteer activities

**INTERACTION OUTSIDE ASSOCIATION:**
Conduct complex business; provide/receive/analyze/develop guidance and advice

**COMPLEXITY OF SUPERVISION TO EMPLOYEES:**
Moderate - Supervises, assigns and reviews work of others

**COMPLEXITY OF WORK:**
Moderate/High - Occasionally develops practice, suggests policy changes to resolve difficult cases

**LEVEL OF DECISION-MAKING ACTIVITY:**
Moderate - Within multiple functional areas

**SUPERVISION RECEIVED:**
Low/limited - Little guidance; considerable latitude for exercising judgment and self-direction

**SUPPORT SKILLS-WRITING**
Moderate/High - Frequently writes non-standard responses

**SUPPORT SKILLS-COMPUTER**
Moderate - Uses a variety of basic and advanced business/technical programs/applications to perform responsibilities involving data management and analysis

**WORKING CONDITIONS:**

**ESSENTIAL PHYSICAL REQUIREMENTS:**
Typically lifts 10 to 20 lbs

**VISUAL:**
Normal concentration

**HAZARDS:**
Limited exposure

* Check applicable level after considering reasonable accommodations

**OPTIONAL:**

**SIGNATURES**

EMPLOYEE SIGNATURE ____________________________ Date __________

SUPERVISOR SIGNATURE ____________________________ Date __________

ASSOCIATION EXECUTIVE DIRECTOR SIGNATURE ____________________________ Date __________

Position Description Template Revised July, 2016
# Skills for Success

(The following skills are essential for individual and organizational success.)

<table>
<thead>
<tr>
<th>Skills</th>
<th>Examples of Demonstrated Behavior</th>
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| **Health and Safety** | Support the association to maintain a safe working environment.  
 |                  | Be familiar and strive to follow any applicable federal, state, local regulations, association health and safety policies, procedures, requirements or standards.  
 |                  | Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified. |
| **Job Skills**   | Demonstrates competence in tools, equipment, software and technologies to effectively complete assignments and job tasks.  
 |                  | Maintains professional certifications, licensing and education in functional expertise and effectively applies knowledge.  
 |                  | Understands, interprets and applies regulations, policies and contracts to deliver effective results.  
 |                  | Uses good judgment, information and observations to evaluate and recommend actions to support decisions and deliverables. |
| **Inclusiveness**| Demonstrates the ability to communicate across difference to create a collaborative, collegial, and caring community.  
 |                  | Increases cooperation, honesty, openness and a welcoming environment for all and speaks up when others are being excluded or treated inappropriately.  
 |                  | Supports/increases participation of key and diverse employees in career/professional development opportunities and in campus/community involvement.  
 |                  | Actively supports work/life integration in the workplace.  
 |                  | Recruits, hires and engages high performing diverse employees. |
| **Adaptability** | Anticipates and adapts to changing priorities and additional demands.  
 |                  | Is flexible, open and receptive to new information, ideas and approaches which enhance Cornell’s capacity to thrive in the future.  
 |                  | Embraces, promotes and implements change.  
 |                  | Modifies one’s preferred way of doing things when it benefits the whole focusing on long-term vision rather than short-term gains. |
| **Self-Development** | Is self-aware; seeks and acts upon performance feedback.  
 |                  | Seeks and acts on opportunities for development; takes measures to ensure personal well-being and balance.  
 |                  | Works to continuously learn and improve.  
 |                  | Applies learning to evolving assignments. |
| **Communication**| Expresses thoughts clearly, both orally and in writing.  
 |                  | Demonstrates effective listening skills; seeks to understand and be understood.  
 |                  | Asks questions and shares knowledge and information to help others clearly understand processes and desired results.  
 |                  | Gives, receives and acts upon helpful and timely feedback. |
| **Teamwork**     | Shows respect, compassion and empathy for others, even in difficult situations, building an environment of trust.  
 |                  | Works effectively and cooperatively with others, willingly admitting mistakes and offering apologies.  
 |                  | Acknowledges the support and contributions of others, involving them as appropriate when outcomes will impact their work.  
 |                  | Has a positive attitude and understands how behaviors impact others. |
| **Service-Minded**| Is diplomatic, courteous and welcoming, striving to satisfy external and internal customers.  
 |                  | Supports ideas, solutions and changes to processes to ensure high quality outcomes.  
 |                  | Reaches out in a timely and responsive manner to resolve problems and conflicts.  
 |                  | Negotiates well, finding and orchestrating win-win solutions. |
| **Stewardship**  | Strives to develop and implement best practices; encourages others to adopt a culture of sustainability and efficiency.  
 |                  | Demonstrates high standards of personal conduct and owns the consequences of one’s own actions.  
 |                  | Exercises sound and ethical judgment no matter how difficult or contrary; considers environmental, economic, compliance and social impacts in decision-making.  
 |                  | Shows commitment to unit and Association goals and delivers results. |
| **Innovation**   | Looks for advancements in products, processes, services, technologies or ideas.  
 |                  | Identifies opportunities in challenges and shows initiative to make changes.  
 |                  | Demonstrates innovative, creative and informed risk taking.  
 |                  | Shows foresight and imagination to see possibilities, opportunities and trends. |