

**CORNELL COOPERATIVE EXTENSION ASSOCIATION OF ORANGE COUNTY
STAFF POSITION DESCRIPTION**

Current Incumbent, if any:

Date Written/Revised: 3/12/2018

CCE Classification Job Title: Association Subject Educator II

Position #:

Working Title (if different): Association Educator – GAPs & New Farmer

FTE: 1.0

Reason: New Position Revision

FLSA: Exempt Non-Exempt

REPORTING RELATIONSHIP(S):

Immediate Supervisor's Name and Classification Job Title: John-Erik Kocho-Schellenberg, Association Resource Educator – Horticulture & Natural Resources

Position(s) Supervised / Direct Reports: None

Volunteer Oversight: No Yes

POSITION SUMMARY:

The Association Subject Educator II – GAPs & New Farmer is responsible for assisting with development, planning, conducting, and evaluating educational programs in Good Agricultural Practices (GAPs) and Post-Harvest handling for produce in the counties of the Eastern New York Commercial Horticulture Program (ENYCHP). The Educator will also be responsible for triage and outreach to new farmers in the Hudson Valley region. Under guidance of the Agriculture Issue Leader, Association Commercial Horticulture Educator and reflecting funder goals, develop program objectives and plans within assigned areas of responsibilities. Represent the associations to the public, community leaders, government officials, agricultural industry and Cornell University. Will work as a team member in addressing local, regional and statewide programming priorities. Per funding contract, operate as a multi-association team member in the above areas of specialization in Orange and Ulster Counties. May work with faculty on applied research in appropriate areas. May have involvement in organizational responsibilities and leadership development.

REQUIRED QUALIFICATIONS:

- Master's degree appropriate to the responsibilities of the position such as Agriculture, Horticulture, Microbiology, or Food Science -- OR--
- Bachelor's degree in Agriculture, Horticulture, Microbiology, or Food Science plus 4 years transferrable relevant evident-based research experience may substitute.
- Work experience relevant to the role of the position.
- Ability to develop, initiate, implement, teach, and evaluate informal adult and youth educational programs to address diverse audiences.
- Ability to identify and utilize program resources within the community.
- Ability to communicate effectively through oral, written, and visual channels using traditional tools as well as innovative applications of electronic technology (e.g., computers, audio, video, etc.).
- Computer skills: proficiency with Microsoft Office suite, database and internet software.
- Ability to lead and to delegate.
- Ability to manage long-term goals within a context of day-to-day deadlines.
- Ability to organize work and set priorities; to handle multiple tasks; and to work under pressure.
- Ability to work with and support volunteer leadership and advisory committees.
- Ability to participate in professional team efforts.
- Ability to relate effectively to co-workers, advisors, community and professional leaders, and identified clientele.

- Ability to define, conduct and interpret applied research and demonstration projects.
- Ability to meet travel requirements associated with this position.
- Ability to meet acceptable background check standards.
- Ability to work flexible hours which may include evenings and/or weekends, as appropriate.

PREFERRED QUALIFICATIONS:

- One-year experience or education in each of the areas of agriculture, food science/microbiology and education/extension *strongly preferred*.
- Meet FDA proposed qualification to be FSMA trainer *strongly preferred*.
- Knowledge of GAPs certification processes and Food Safety Modernization Act legislation and implementation.
- Coursework in education and research methodology highly preferred.
- Previous training experience and knowledge of adult learning concepts.
- Bi-Lingual – English/Spanish

SUBJECT MATTER/BACKGROUND:

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

ALL APPLICANTS MUST APPLY ON-LINE AT:

https://cornell.wd1.myworkdayjobs.com/en-US/CCECareerPage/job/New-York-State-Other/GAPs---New-Farmer-Educator---Middletown--NY_WDR-00014178

Deadline for Applying is April 19, 2018 or until the position is filled. This is a non-exempt, Full-time, benefits eligible position with an hourly salary of \$22.09.

RESPONSIBILITIES/ESSENTIAL FUNCTIONS:**Program Responsibilities:**

Program Development	20%
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- May assist in development of new and innovative educational strategies that utilize proven educational methodologies and that consider the diversity of the community and enhance linkages to Cornell and other research institutions.
- May assist with development of programs in coordination with Association Agriculture Issue Leader, Association Natural & Horticulture Resource Educator, industry professionals, and other associations utilizing the plan-of-work and program evaluations. May confer and partner with Cornell faculty and administrators to ensure program content is consistent with policies and objectives of the association.
- May assist with monitoring and ensuring program development and related activities are consistent with the mission and plan-of-work.
- As emerging needs are identified, awareness of industry & FDA Food Safety requirements/tends, may assist with development of educational programs to address the needs.

Program Delivery	45%
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- Provide educational programming to targeted audiences in the assigned subject matter and issue areas and in a manner consistent with Association and Statewide Plans of Work and reflecting funders' outcomes.
- Utilize a variety of formal and informal educational strategies for delivery of the extension education program including the use of electronic media and targeted newsletters.
- Participate in mass media efforts related to program delivery.
- Serve as a subject-matter resource to staff, clientele and other audiences including schools, agencies and community groups.
- Utilizing subject matter knowledge, provide expertise and guidance in assistance with general agricultural issues.

Program Evaluation	5%
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- Implement program evaluation as designed and interpret evaluation data of educational programs.
- Based on program evaluation data, may assist in making recommendations to improve overall program qualities.
- May assist in ensuring program evaluation and documentation is complete and communicating findings to appropriate principal investigator/project supervisor.

Applied Research	5%
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- In collaboration with Cornell faculty and other partners may assist with meaningful applied research which addresses the needs within the region.
- May assist with ensuring applied research is within statewide and association Plan of Work.

Administrative Responsibilities:

Direction	5%
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- May assist in developing and enhancing relationships with county, state and federal agencies, organizations, industries, and community leaders.
- May assist with providing program direction to plan and set goals to ensure Association's overall subject matter program success.
- May provide input to the planning of program budget based on program feasibility needs.

- Plan programs to consider the diversity of the community and meet Equal Program Opportunity guidelines.
- Assist in planning organizational leadership development strategies.

Management	10%
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- In collaboration with the Association Natural Resources & Horticulture Resource Educator, assist with management of short- and long-range program development, program implementation, program evaluation and impact reporting.
- May assist in solving problems and resolving conflict with program utilizing appropriate policies and procedures.
- May assist with monitoring program to ensure that educational content conforms to research base, policies and objectives of the Association and is research knowledge-based.
- Assist with monitoring program resources and needs to meet budget constraints. Support effective allocation of resources to accomplish program objectives.

Coordination/Operation	5%
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- Provide administrative support for the coordination of quality subject matter educational programs.
- Compile program resources/materials, implement program delivery schedule and collect evaluation data from participants.
- Provide subject matter program outcomes and impacts results to Association Natural Resources & Horticulture Resource Educator to market program to decision-makers and the public.
- Assist supervisor in administrative tasks as assigned.
- Assist in fund development for the program including the preparation and submission of proposals intended to generate program generated revenue.
- Compile budget data and written reports on finance and plan-of-work.

Professional Improvement	5%
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- In cooperation with Supervisor 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.
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- 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.
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- 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 3-22-18.

Equal Opportunity Employment

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

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:

Provide guidance/coordinate activities/contribute to work groups

INTERACTION WITH VOLUNTEERS:

None to limited

INTERACTION OUTSIDE ASSOCIATION:

Conduct complex business; provide/receive/analyze/develop guidance and advice

COMPLEXITY OF SUPERVISION TO EMPLOYEES:

Limited - Occasional guidance to co-workers

COMPLEXITY OF WORK:

Moderate - Frequently adapts procedures to resolve questionable cases; often makes decisions requiring consideration of criteria

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

Low - Uses basic business/technical programs/applications to perform responsibilities

WORKING CONDITIONS:

ESSENTIAL PHYSICAL

REQUIREMENTS*:

Typically lifts 20 to 50 lbs

VISUAL:

Normal concentration

HAZARDS:

Limited exposure

OPTIONAL:

SIGNATURES

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

ASSOCIATION EXECUTIVE DIRECTOR SIGNATURE

DATE



Skills for Success

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

Skills	Examples of Demonstrated Behavior
Health and Safety	<ul style="list-style-type: none">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	<ul style="list-style-type: none">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	<ul style="list-style-type: none">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	<ul style="list-style-type: none">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	<ul style="list-style-type: none">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	<ul style="list-style-type: none">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	<ul style="list-style-type: none">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	<ul style="list-style-type: none">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	<ul style="list-style-type: none">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	<ul style="list-style-type: none">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.