

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

Current Incumbent: Open Position

Date Written/Revised: 9-29-2025

CCE Classification Job Title: Association Temporary Program – SE I Level

Position #: TBD

Working Title (if different): Financial Readiness Program Educator

FTE: 100%

Reason: ☐ New Position ☒ Revision

FLSA: ☐ Exempt ☒ Non-Exempt

REPORTING RELATIONSHIP(S):

Immediate Supervisor's Name and Classification Job Title: Julie Weston, Fort Drum Team Coordinator

Position(s) Supervised / Direct Reports *(The following positions report directly to this incumbent. Please use classification titles.)* This position incumbent has no supervisory responsibilities/direct reports.

Volunteer Supervision: ☐ Yes ☒ No *(If the answer is Yes, please indicate number of volunteers supervised.)*

POSITION SUMMARY:

Explain the purpose for the position and summarize the responsibilities.

This position will serve as the Financial Readiness Program Educator for Cornell Cooperative Extension Association of Jefferson County and will implement Financial Readiness programming for a menu of existing Financial Readiness educational programs and activities with the Soldier and Family Readiness Division on Fort Drum. This position will be responsible for the delivery of established Financial Readiness programming in support of Soldier and Family Readiness Division programs, and will deliver other established Financial Readiness programming and activities, both on-site and off-site in accordance with the Fort Drum Program Area's plan of work. This position will also coordinate all administrative aspects of the Financial Readiness Program and will assist the Issue Leader with marketing efforts for Financial Readiness programming.

REQUIRED QUALIFICATIONS:

Specify required minimum equivalency for education, experience, skills, information systems knowledge, etc.

- Bachelor's Degree or equivalent education (Associate's Degree and two (2) years transferable program/functional experience.
- Experience relevant to the role of the position.
- Valid NYS driver's license and the ability to meet travel requirements associated with this position.
- Ability to meet acceptable background check standards (DMV and criminal background checks).
- Ability to work flexible hours which may include evenings and/or weekends, as appropriate.

PREFERRED QUALIFICATIONS:

Specify preferred specialized education, field and/or certifications.

- Familiarity with personal financial management, basic investing, and retirement planning.
- Familiarity with community, social and human service organizations, financial services and resources.
- Demonstrated ability to utilize program resources within the Fort Drum community and general community.
- Demonstrated ability to plan, teach and evaluate informal educational programs through a variety of delivery methods to reach individuals and groups.
- Demonstrated ability to function as a team member working with volunteers and staff.
- Demonstrated ability to organize reference materials for programming purposes.
- Demonstrated ability to relate to diverse audiences.
- Demonstrated ability to communicate effectively through oral, written and visual means.
- Demonstrated ability to utilize computer technologies for educational and communication purposes.
- Demonstrated ability to teach large groups.
- Demonstrated ability to work in a fast paced, repetitive work environment with flexibility.

SUBJECT MATTER/BACKGROUND:

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|---|---|---|
| <input type="checkbox"/> Agriculture and Food Systems | <input type="checkbox"/> General Administration | <input type="checkbox"/> Farm |
| <input 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 checked="" 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 | |

RESPONSIBILITIES/ESSENTIAL FUNCTIONS: *(List the position's assigned responsibilities and estimate percentage of annual time spent on each responsibility. Include only the essential functions that are fundamental and necessary to the position. If the section does not apply to this specific position, leave it blank. Estimate of percent will vary based on the needs and changing priorities of the position. Approximate percent of time will be annualized in 5% increments.)*

Program Responsibilities:

Program Delivery, Evaluation and Applied Research	80%
<ul style="list-style-type: none"> Utilize established program resources and materials in program work. Implement existing Financial Readiness programming with the Soldier and Family Readiness Division, to include, but not limited to: Power Pay: Improve your Credit and Eliminate Debt, Car Buying 101, Home Buying, Check on Checking, Budgeting for your Goals, TSP: Investing in your Future, etc. Provide one-on-one budget education and create individualized budgets for soldiers and family members. Create education content related to financial literacy for newsletters and social media. Implement already-established Financial Readiness educational programming and activities in support of other Fort Drum programming efforts as identified/needed to support the established plan of work. Under the direction and oversight of the Issue Leader, occasionally apply established subject matter knowledge to create lesson plans as identified. Provide Financial Readiness educational programs via mass media. Work to foster acceptance of the Financial Readiness Program, methods and policies while addressing community and individual needs and considering diverse audiences. Serve as a team member and cooperate with the entire Association and Fort Drum Program staff to achieve Association program delivery goals. Implement program evaluation as designed. Interact with program participants to obtain evaluation data, to include: evaluating effectiveness of classes and instructors within program areas for all Financial Readiness Programs. Assist Issue Leader in the process of analyzing program data, and based on that analysis, assist in making recommendations for improvements in program offerings. Communicate evaluation findings to constituents as appropriate. 	

Administrative Responsibilities:

Direction and Management	10%
<ul style="list-style-type: none"> Assist in the planning and promotion of major public events and programs (i.e. Power Pay: Improve your Credit and Eliminate Debt, Car Buying 101, Home Buying, Check on Checking, Budgeting for your Goals, TSP: Investing in your Future, etc.), including, but not limited to: assisting with mass media efforts related to upcoming events and programs. Assist in identifying and recommending program needs (i.e. program supplies and materials) to the Issue Leader. Assist in providing existing guidance to program volunteers (as applicable) in accordance with established practices and procedures. Assist in coordinating schedules for FRP CCE employees in regard to class coverage and budget appointment assignments. 	
Coordination/Operation	5%
<ul style="list-style-type: none"> Organize and coordinate activities related to Financial Readiness Programming (i.e. Power Pay: Improve your Credit and Eliminate Debt, Car Buying 101, Home Buying, Check on Checking, Budgeting for your Goals, TSP: Investing in your Future, etc.). 	

- Coordinate identified administrative aspects of the Financial Readiness Program to include, but not limited to: preparing correspondence, maintain files, reporting, etc.
- Coordinate, compile and organize existing program resources and program materials.
- Effectively maintain effective professional relationships with other agencies, organizations and businesses that promote effective communication and facilitate continued programming efforts.
- Assist in utilizing effective marketing strategies in the promotion of programming efforts to include, but not limited to: print media, news media, social media, and multi-media efforts.
- Coordinate staff coverage for classes and budget sessions and communicate this to the Issue Leader.
- This position may require the transport of program participants and/or program materials and resources in performing position responsibilities.

Professional Improvement and Other Duties as Assigned	5%
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- In cooperation with Fort Drum Issue Leader, 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 in programming and association priorities.
- Collaborate in activities that are in general support of Cornell Cooperative Extension including but not limited to attendance at staff meetings, timely reporting of expenses, working with other staff, general marketing of Extension programs and 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 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.

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:

Provide information

INTERACTION OUTSIDE ASSOCIATION:

Conduct straightforward business; provide information

COMPLEXITY OF SUPERVISION TO EMPLOYEES:

None - No responsibility for others

COMPLEXITY OF WORK:

Low - Under the guidance of immediate supervisor, occasionally adapts procedures to resolve unusual cases; makes some decisions requiring consideration of criteria

LEVEL OF DECISION-MAKING ACTIVITY:

Moderate - Within multiple functional areas

SUPERVISION RECEIVED:

Moderate - Very general direction

SUPPORT SKILLS-WRITING

Low - Usually issues 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

** Check applicable level after considering reasonable accommodations*

OPTIONAL:

SIGNATURES

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

ASSOCIATION EXECUTIVE DIRECTOR SIGNATURE

DATE