



## JOB DESCRIPTION

<b>TITLE:</b>	<b>EXTENSION ASSOCIATE (Grant-funded Position)</b>
<b>DEPARTMENT:</b>	<b>LAND GRANT PROGRAMS</b>
<b>CLASSIFICATION:</b>	<b>PART TIME</b>
<b>REPORTS TO:</b>	<b>DIRECTOR</b>
<b>SUPERVISES:</b>	<b>NONE</b>
<b>LAST UPDATED:</b>	<b>MARCH, 2019</b>

### SUMMARY OF RESPONSIBILITIES

The Land Grant Programs through the Institute of American Indian Arts as a 1994 land grant serving institution provides extension and outreach services to New Mexico's 22 tribal communities through culturally accepted educational and technical assistance to Native communities and their members including farmers, ranchers, and tribal youth in an effort to increase their skills and knowledge to achieve their agricultural endeavors. The incumbent will assist the Project Director with coordination of programs and activities with constituents to collaborate on strategic and educational programming. The incumbent will support the mission, vision and core values of IAIA. **NOTE:** Although grant funding for this part time position may be extended, a grant-funded position has no guarantee of on-going and indefinite employment

### ESSENTIAL POSITION FUNCTIONS

- Provide assistance to Project Director in the furtherance of the extension mission and outreach efforts to assist New Mexico's Native American tribal leaders, farmers, ranchers, and tribal youth.
  - Promote IAIA Land Grant initiatives to strengthen Native agriculture, natural resource management, health and wellness, and youth programming through outreach and research.
  - Provide Land Grant activities to increase stakeholder participation on and off the IAIA campus.
  - Work closely with Tribal leaders, Tribal programs, farmers, ranchers, youth, and livestock and growers associations.
  - Assist the Project Director to work closely with established partners sister land grant institutions (NMSU, SIPI, Dine and Navajo Technical College), local, state, USDA agencies, not-for profit organizations, and IAIA employees to deliver services.
  - Assist the Project Director with strategic planning, development and delivery of programming.
- Provide stakeholders with agricultural, natural resources, and youth educational and technical assistance.
  - Assist the Project Director with educational programming for Tribal adult and youth audiences.
  - Coordinate relevant educational programs, technical assistance, workshops, and trainings.
  - Conduct one-on-one correspondence, site visits, and interviews for communities and their members to identify needs and provide assistance that is culturally accepted and appropriate.
  - Provide stakeholders opportunities to increase their awareness and access of USDA resources.
- Assist Project Director with program evaluations, program reports, and demographic data collections.
  - Develop a Pueblo farmer and rancher directory for each of the tribal communities assigned.
  - Provide pre/post evaluations for outreach activities and assist with stakeholder planning sessions.
  - Provide timely monthly, quarterly and activity reports to the Project Director.
- Assist with other extension and outreach programs as requested.

**REQUIRED EXPERIENCE AND EDUCATION**

Bachelors' degree required; a degree in the Life Sciences such as: Agriculture, Plant/Animal Science, Natural Resources, Range Science, Hydrology, or related fields. PREFERRED: Experience in extension services and with Tribal constituents.

**REQUIRED COMPETENCIES (KNOWLEDGE, SKILLS AND ABILITIES)**

- Must have a current and valid NM drivers' license. Must have a clean driving record, in order to be bondable to drive an IAIA vehicle.
- Performance of essential functions requires the ability and skill to communicate effectively and efficiently verbally or in writing with varied audiences.
- Provide timely monthly reports as required.
- Demonstrated knowledge of sustainable agricultural practices.
- Adhere to appropriate standards of conduct and ethics, including confidentiality, exhibit ability to adapt to changing work environments; cooperate and collaborate respectfully with others.
- Ability to organize presentations and outreach programs.
- Ability to resolve divergent perspectives/opinions in a constructive manner.
- Ability to complete assignments accurately and on time, with minimal supervision, including starting projects independently (or as assigned), and ending projects (or assignments), and completing projects in a timely manner.
- Ability to adapt and work within changing environments and work situations.
- Keep supervisor apprised of project status, particularly any issues which may affect completion of projects or meeting deadlines

**WORKING CONDITIONS**

- Extensive out-of-town travel to Tribal locations using a personal vehicle or company vehicle.
- Use of company vehicle will require a clean driving recording.
- This job description does not list all the duties of the job.
- Incumbent may be asked to perform other duties.
- A performance evaluation will include assessment of successful performance of job duties as described herein.
- Management has the right to revise this job description at any time.
- The job description is not a contract for employment.