**Title Details**

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| Employee Type | AP-Administrative Professional |
| University Title | Extension Coordinator |
| Title Code | 1132 |
| Function General Scope | Positions assigned to this class are responsible for originating and developing formal education programs for the general public, usually involving close contact with faculty and staff or training or consulting with specific groups in the community to enable them to provide specialized training and/or services to the community. Positions assigned to this class are responsible for organizing, conducting and coordinating extension programs and advising clients on the application of program information. |

**Job Duties and Responsibilities**

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| Summary of Duties | The Extension Coordinator is responsible for providing oversight and leadership for PROGRAM, including originating and/or developing formal education programs related to PROGRAM/PROJECT for delivery to SPECIFIC GROUP. Duties include developing curriculum, coordinating, conducting and/or evaluating the program, This position collaborates with other extension program staff, community partners, and other program constituents to ensure the program and activities meet guidelines/expectations/objectives/policies& procedures of WSU Extension and PROGRAM programming under the direction of the WSU Extension faculty. |
| Job Function, % Time, Essential | 45%, Manage Program Materials |
| Duties Performed | Manage/oversee materials related to conducting PROGRAM in COUNTY including curriculum development, program implementation and essential resources following prescribed WSU PROGRAM Policies and Procedures |
| Job Function, % Time, Essential | 10%, Program Volunteer Management, Essential |
| Duties Performed | Process and manage program volunteer enrollment materials. |
| Job Function, % Time, Essential | 10%, Collaboration and Outreach, Essential |
| Duties Performed | Collaborate on written materials for public distribution.  Develop newsletters, posters, brochures, and other visuals including websites and social media to aid in delivering the message. |
| Job Function, % Time, Essential | 10%, Relationships, Essential |
| Duties Performed | Establish and maintain positive working relationships with collaborators, volunteers, and PROGRAM participants as well as WSU and County Extension staff. |
| Job Function, % Time, Essential | 10%, Communication, Essential |
| Duties Performed | Serve as a program expert, providing information regarding on curriculum and program to program constituents. |
| Job Function, % Time, Essential | 10%, Administration, Reports, and Recordkeeping, Essential |
| Duties Performed | Purchase, maintenance and inventory of NAME and other supplies related to the project’s NAME.  Complete and submit all reports, evaluation, tracking, expenses, time slip, TA’s and other project and position related paperwork and presentations in a timely manner and incompliance with Funding Agency, University, and State/Federal requirements. |
| Job Function, % Time, Essential | 5%, Other, Non-Essential |
| Duties Performed | Perform other duties as assigned. |

**Supervisory/Lead Responsibilities**

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| Does this position lead the work of others? | No |
| Does this position supervise the work of others? | No |

**Position Qualifications**

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| Required Qualifications | A Bachelor’s degree in a relevant extension program discipline and two (2) years of related program experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis. |
| Additional Requirements | This position requires the ability to travel and work a flexible schedule during the week including nights and weekends occasionally requiring overnight travel.  Must have, or be able to obtain, a valid unrestricted driver’s license at time of hire |
| Preferred Qualifications | Master’s degree in a relevant extension program discipline.  Experience in managing volunteers.  Experience using a computer and software such as word processing, spreadsheets and email. |