

CORNELL COOPERATIVE EXTENSION ASSOCIATION OF ONEIDA COUNTY
STAFF POSITION DESCRIPTION

Current Incumbent, if any:

Date Written/Revised: 02/01/24

CCE Classification Job Title: Association Resource Educator

Position #:

Working Title: Agriculture Resource Educator

FTE: 1.0

Reason: New Position Revision

FLSA: Exempt Non-Exempt

REPORTING RELATIONSHIP(S):

Immediate Supervisor's Name and Classification Job Title: Celeste Oppito, Ag Issue Leader

Position(s) Supervised / Direct Reports *(The following positions report directly to this incumbent. Please use classification titles.)* None

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

POSITION SUMMARY:

Explain the purpose for the position and summarize the responsibilities.

The Agriculture Resource Educator is primarily responsible for the assessment, development, delivery, and evaluation of educational workshops and trainings while also providing continual technical assistance to producers, agricultural landowners, and supportive organizations working to enhance the viability of local agriculture. Program topics include, but are not limited to: soil health, pest management, crop yields, agronomy, and pesticide applications. This position will deliver and develop crop and soil programming and program activities, both on-site and off-site, in the community.

The Educator works as part of a team to meet the needs of the Oneida County agricultural community through collaboration with the Association, regional, and statewide professional staff, and volunteers. As a member of the agriculture team, the educator will assist with direction, management, and coordination of diverse agriculture programming and enhanced economic development opportunities.

REQUIRED QUALIFICATIONS:

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

- Master's degree in agriculture, environmental science, or related field plus experience relevant to the role of the position.
- Ability to plan, manage and/or implement projects and educational programs.
- Ability to effectively deliver related programs and trainings.
- Ability to help ensure diverse, equitable, and inclusive programs.
- Proficiency or ability to learn and effectively use software including use of the internet, program related software, and Microsoft Office Suite including Outlook, Word, PowerPoint, Publisher, and Excel.
- Ability to work independently or with peers/groups.
- Ability to effectively participate in professional team efforts, including frequent collaboration with staff and outside organizations.
- Ability to read and write in English.
- Strong communication skills both verbally and in writing.

- Ability to develop and implement community engagement strategies.
- Must possess or have the ability to acquire a Certified Crop Advisor (CCA) certification and New York State Certified Pesticide Applicators License.
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- Ability to plan, organize, and implement work responsibilities according to priorities developed with team members and immediate supervisor.
- Ability to meet frequent travel requirements associated with this position. A valid NYS driver's license, reliable vehicle access, and a driving record acceptable for agency insurance coverage.
- Ability to meet acceptable background check standards.
- Ability to work flexible hours which will include evenings and/or weekends, as appropriate.
- Ability to frequently move/transport supplies and equipment, including climbing stairs and/or in outdoor/agricultural settings with or without reasonable accommodations.

PREFERRED QUALIFICATIONS:

Specify preferred specialized education, field and/or certifications.

- Familiarity with Cornell and other land-grant institutions and ability to utilize those resources within programming.
- Familiarity with Oneida County and ability to utilize resources within the community.
- Previous experience with educational assessment, development, implementation, and evaluation of programming.
- Familiarity with securing and/or administering grants and contracts.
- Demonstrated knowledge related to research best practices and research experience related to soil and crop health.
- Demonstrated skills related to pest management and pesticide applications and certifications.

SUBJECT MATTER/BACKGROUND:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Agriculture and Food Systems | <input type="checkbox"/> General Administration | <input checked="" 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 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, which can be performed with or without reasonable accommodations. 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.)*

Please refer to the Program, Administrative, and Camp job category profiles.

Program Responsibilities:

Program Assessment – 15%

- Apply subject matter knowledge to identify program gaps, trends, and emerging needs; make recommendations for programmatic offerings, enhancements, or improvements.
- Develop methodology to assess the agriculture program and ensure that program and strategic needs of the Association are being satisfied.
- Ensure program assessment is aligned with the statewide Plan of Work and the Association Plan of Work.
- Maintain direct linkage with Cornell University faculty and program units for program assessment guidance.

Program Development – 20%

- Apply subject matter knowledge to develop educational programming to meet identified needs and interests of diverse program participants and meet changing local and/or regional issues.
- Develop innovative program to meet the crop and soil health education and research needs of targeted educational audiences.
- Research, identify, and select appropriate educational and community resources; identify additional resources required for new programs and initiatives.
- Ensure program development is aligned with the statewide Plan of Work and the Association Plan of Work.
- Make programmatic changes based on program evaluation outcomes.
- Use a system of ongoing involvement of citizens in the program development process which expresses the demographics of the community.
- Maintain direct linkage with Cornell University faculty and other subject matter specialists for guidance in program development.

Program Delivery – 20%

- Deliver agriculture educational programs to enhance and increase awareness, viability and sustainability of local agriculture as well as create linkages between food consumers and agricultural producers.
- Provide education on insects, diseases, and weeds in crop fields and provide recommendations for their control.
- Provide information on practices that support soil health as part of program delivery.
- Provide program related education and training for new and existing farmers.
- One-on-one consultations with key producers and industry partners related to program delivery and problem solving.

- Work to foster acceptance of crop and soil programs, research and technical assistance, methods and policies while addressing community and individual needs and considering diverse audiences.
- Serve as a subject matter expert in the area of crop and soil health to staff and participants, community organizations, and the general public.
- Apply in-depth subject matter knowledge to provide highly complex non-standard responses.
- Utilize a variety of educational methods which may include direct teaching, group experiences, media, newsletters, electronic technology, internet, and distance learning to promote and deliver program.
- Represent CCE before the public, community leaders, government officials, Cornell, or other land grant universities in a professional manner as part of program delivery.
- Maintain direct linkage with Cornell University faculty and program units for program delivery guidance.
- Ensure program delivery is aligned with the statewide Plan of Work and the Association Plan of Work.

Program Evaluation – 10%

- Develop program evaluation framework and tools based on subject matter knowledge to measure program impacts and gain input/insight for continuous improvement.
- Interact with program participants, the community, Cornell faculty, and staff to collect evaluation data for improving programs.
- Analyze and interpret collected evaluation data for reporting and program improvement purposes using standard, established policy, procedure, and methods.
- Recommend program changes to strengthen and improve programs.
- Communicate evaluation results and findings to supervisor and/or constituents as appropriate.
- Ensure program evaluation is aligned with the statewide Plan of Work and the Association Plan of Work.

Applied Research – 5%

- May collect and process diagnostic laboratory samples.
- Maintain direct linkage to Cornell University faculty and program units for guidance in applied research.
- Communicate social and economic changes to Cornell University specialists that may be studied and/or acted upon.
- Ensure applied research is within scope of the statewide Plan of Work.

Administrative Responsibilities:

Direction – 10%

- Plan the delivery of short and long-term education programs based on the Association Plan of Work.
- Plan the structure of delivering educational programs via various methods.
- Assist in developing and/or enhancing/expanding relationships with appropriate agencies, organizations, industries, and community leaders for the program.

- Initiate and develop grant or other funding proposals to secure ongoing or new funding to support and enhance educational program offerings.

Management – 10%

- Identify activities and resources needed to carry out program priorities and goals in consultation and collaboration with supervisor, Program Committee(s), community agencies, and/or other stakeholders.
- Monitor program to ensure compliance with policies and objectives of the Association, funding requirements, and adherence to Association Plan of Work.
- Assist in the procurement of grant funds for program development and expansion.
- Effectively manage and allocate financial resources to accomplish program objectives.
- Assist with identifying ways to reduce costs and maximize existing resources within the Association.
- Act as a liaison for producers and agricultural landowners to municipal officials.
- Assist in solving problems and resolving conflicts that arise in the program utilizing appropriate policies and procedures.

Coordination/Operation – 5%

- Collect evaluation data from program participants based on existing framework.
- Collect program needs assessment data based on existing framework.
- Submit program report to meet funding agency requirement.
- Organize and coordinate program activities related to crop and soil programming (i.e. workshops, seminars, tours, consultations, etc.)
- Coordinate, compile, and organize existing resources and program materials.
- Provide administrative support for program design and for the implementation of the assessment, development, delivery, and evaluation of established educational program goals.
- Complete required financial documentation to meet the grant or budget requirement.
- Implement established program schedule.

Professional Improvement – 5%

- 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.
- Participate in all required orientation, training, and/or in-service meetings and trainings as scheduled/required.
- Pursue personal growth through expanding personal knowledge of the total organization and through updating techniques and technical skills relating to the position.
- 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 Cooperative Extension programs and other duties as assigned.
- Maintain regular and predictable attendance and punctuality.

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 Oneida County policies, procedures, and Cornell Cooperative Extension Skills for Success.
- Represent Cornell Cooperative Extension to the public, community leaders, colleagues, volunteers, members of Cornell University faculty and staff, government officials and the general public in a professional manner.
- Contribute to the overall success of the organization by performing all assigned duties in a professional, timely and accurate manner.
- At all times act in a professional Customer Service manner including but not limited to business-like demeanor, tactful communications, cooperative, helpful, positive, and receptive manner.
- Contribute to the overall success of the organization by performing all assigned duties in a professional, timely and accurate manner.

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: Coordinate major activities/sensitive situations

INTERACTION WITH VOLUNTEERS: Provide information

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

COMPLEXITY OF SUPERVISION TO EMPLOYEES: None - No responsibility for others

COMPLEXITY OF WORK: High - Often develops practice, assists/influences decisions, recommends policy changes to resolve difficult cases and addresses emerging organizational change

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

Skills for Success

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

As a member of Cornell Cooperative Extension I...

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.

Interact with integrity...So people are respected and engaged.

- Be honest and trustworthy, demonstrate high standards of personal conduct.
- Have a positive attitude.
- Involve others as appropriate when outcomes impact their work.
- Be diplomatic in your interactions with customers and stakeholders.
- Admit your mistakes and learn from them.
- Acknowledge the support and contributions of others.

Contribute positively to an inclusive environment...So people feel like they belong.

- Communicate across difference to create a collaborative, collegial, and caring community.
- Be cooperative, open and welcoming to all.
- Show respect, compassion and empathy for others, even in difficult situations.
- Engage and support others regardless of background or perspective.
- Speak up when others are being excluded or treated inappropriately.
- Actively support work-life integration.

Support the organization's shared vision and mission...I am trusted to move the Association and team goals forward.

- Show commitment to the Association's goals in delivering results.
- Anticipate, embrace, promote and implement change.
- Balance short-term gains with long-term vision.
- Be open and receptive to new information, ideas and approaches.
- Be adaptable, modify your preferred way of doing things when it benefits the whole.
- Support ideas, solutions and changes to processes to ensure high quality outcomes.

Communicate clearly and consistently...So people are informed and heard.

- Seek to understand and then to be understood.
- Demonstrate active listening skills.
- Express thoughts clearly, both verbally and in writing.
- Share knowledge and information.
- Give, receive and act upon helpful and timely feedback.

Skills for Success

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

Act and take initiative...I take ownership of my work and results.

- Adopt a culture of sustainability and efficiency.
- Strive to develop and implement best practices
- Take responsible risks to innovate seeking advancements in products, processes, services, technologies or ideas.
- Identify opportunities in challenges and show initiative.
- Reach out in a timely and responsive manner to resolve problems and conflicts.
- Anticipate and adapt to changing priorities and additional demands.

Display sound judgment in problem solving...People seek me out to find solutions to deliver results.

- Exercise sound judgment to make decisions and meet deliverables.
- Assess environment, economic, compliance and social impacts in decision-making.
- Demonstrate innovative, creative and informed risk taking.
- Apply analytic thinking, data and metrics to synthesize complex information.
- Anticipate obstacles and generate alternatives.
- Negotiate to find and orchestrate win-win solutions.

Proactively seek self-development and coaching opportunities...People see my commitment and passion to continuously develop.

- Be self-aware.
- Work to continuously learn and improve.
- Take measures to ensure personal well-being and balance.
- Seek and act upon performance feedback.
- Apply learning to evolving assignments.
- Actively manage your career.
- Encourage others to develop themselves.

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.