



# Visiting Extension Outreach Associate Urbana and Innovative Agriculture

## WETRANSFORMLIVES

Everything we do is designed to improve the quality of life of the people in the state of Illinois, across the nation, and around the world. We discover, develop, translate, and disseminate knowledge to address societal concerns and train the next generation of experts and leaders in a way that empowers them to expand the boundaries of science to higher levels of understanding and influence.

**Be a part of our story.** Through learning partnerships that extend knowledge and change lives, University of Illinois Extension provides educational programs aimed at making life better, healthier, safer, and more profitable for individuals and their communities. Illinois Extension has operated continuously for more than 100 years connecting the citizens of Illinois to their land-grant university by providing educational programming around the state. University of Illinois Extension is based in the College of ACES and works with all colleges and units of the University of Illinois at Urbana-Champaign.

The Visiting Extension Outreach Associate, Urban and Innovative Agriculture serves as a full time, 12-month academic professional with primary responsibilities of planning, developing, implementing, and evaluating action items and deliverables for grant-related activities regarding urban and innovative agriculture and supporting the mission of the University of Illinois; developing, updating, and delivering Extension curriculum by creating and coordinating outreach, education, and technical assistance programs; interacting and engaging with urban farmers, producers, and other stakeholders in Cook County / Chicago; and developing strategic communications for grant-related activities.

The Visiting Extension Outreach Associate, Urban and Innovative Agriculture will be primarily located in Cook County (Matteson office) and will work across Chicago and in Cook County to promote urban and innovative agriculture, including but not limited to, micro-grant implementation, Master Urban Farmer Training Program and Urban Composting Program delivery, and creation of technical programs for urban farmers and producers, among other responsibilities. This position will cooperatively engage with unit-based Extension personnel, Illinois Farm Service Agency (FSA) administrators, and Illinois Natural Resources Conservation Service (NRCS) representatives and will report to the Associate Dean and Director of University of Illinois Extension.

One full-time position is available

### Location: Cook County

(Position will be housed in Cook County – Matteson, IL)

## Position Overview

### Curriculum and Content Development, Delivery, and Evaluation

- Participates in needs assessments, develops and implements innovative and impactful curricula using advanced theories and technologies to enhance learner engagement, development, and retention.
- Designs and develops learning materials in a variety of formats.
- Writes and revises courses, training modules, activities, circulars, fact sheets, information pamphlets, etc., and assessments for in-person and on-line content.
- Reviews and enhances existing content to ensure level appropriateness and consistency with learning objectives; ensures translation of materials for specific populations.

## Application Due

July 23, 2024

## Proposed Start Date

As soon as possible after the closing date

## Salary

Commensurate with experience and qualifications

## To Apply

Go To: <http://go.illinois.edu/1025267>

Log in to your account and upload a cover letter and resume, as well as the names and contact information of three professional references

## More Information

Sponsorship for work authorization is not available for this position. The position is a temporary, full-time, benefits-eligible, non-tenured academic professional position. The position is expected to be available for 2 years, without renewal. The expected start date is as soon as possible after the closing date. Salary is competitive and commensurate with qualifications and experience, while also considering internal equity. The salary range for this position starts at \$66,000. Generous vacation and sick leave. State Universities Retirement System. Group health, dental, vision and life insurance.

This is a security-sensitive position. Comprehensive background checks, including but not limited to a criminal conviction information check, and a review of the Registered Sex Offender list, will be conducted.

- Participates in Master Urban Farmer Training Program and Urban Composting Program delivery, updates, and advancement.
- Assists with creating technical programs for urban farmers and producers, consistent with Extension, FSA, and NRCS priorities.
- Collaborates with unit-based specialists, educators, Extension program coordinators, other Extension personnel, and FSA and NRCS administrators to build, review, and revise educational and technical training content as needed.
- Perform other duties to further the mission of University of Illinois Extension as assigned.

### Project Management

- Works as part of the grant and unit teams in the execution of communication plans and projects, including assisting in grant coordination and implementation, including but not limited to, micro-grant implementation.
- Manages projects from ideation to launch to measurement and evaluation.
- Prepares reports, completes activities and deliverables in a timely manner.
- Reports impacts to the Associate Dean and Director of Extension as required.
- Meets deadlines, complies with all reporting requests and requirements, and adjusts to shifting priorities.

### Scholarship and Organizational Leadership

- Participates in professional development opportunities when appropriate for the role of Visiting Extension Outreach Associate.
- Pursues grants and other funding opportunities regarding urban and innovative agriculture. Writes grants as needed.
- Provides direct assistant to the Associate Dean and Director of Extension in timely response to public or staff concerns regarding grant implementation.

### Other Information

- Comply with all University of Illinois Extension Affirmative Action/Equal Opportunity policies and guidelines in all aspects of Extension and Outreach work, assist as requested with data collection for Affirmative Action, Gender, and Targeted reports.
- Assume additional related responsibilities to enhance the mission of the organization.
- Local, regional, and statewide travel required; personal transportation required. Evening/weekend work are an integral part of this position. Travel reimbursement is provided for either personal vehicle use or other means of transportation as coordinated by employee in accordance with University policies.
- Conduct all activities in accordance with the Civil Rights Act, Title IX, Rehabilitation, Americans with Disabilities Act, and the University of Illinois Extension Affirmative Action and Equal Employment Opportunity Plan.
- To perform the functions of this position, the employee will be required to perform work both within an office and outside in the communities that are served in Chicago, Cook County, and more broadly across Illinois Extension and Outreach. Must have the capability to travel from one location to another in a timely fashion. Employee is responsible for securing personal transportation. Evening/weekend work are an integral part of this position. When working, the employee may be exposed to a variety of environmental factors to include, but not limited to, hot or cold weather, exposure to noise, allergens, infectious agents, and uneven ground. In performing the functions of this position, the employee may be subjected to various mental and physical demands as well to include, but not limited to, independently traveling to and performing work at different locations, lifting and moving items that may occasionally weigh up to forty (40) pounds and frequently weigh up to twenty (20) pounds, and twisting, pushing and pulling movements. Reasonable accommodations may be requested. The Visiting Extension Outreach Associate, Urban and Innovative Agriculture will assume additional related responsibilities to enhance the mission of Illinois Extension.

*The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Convictions are not a bar to employment. The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit [Policy on Consideration of Sexual Misconduct](#) in Prior Employment. The University of Illinois must also comply with applicable federal export control laws and regulations and, as such, reserves the right to employ restricted party screening procedures for applicants.*

*As a qualifying federal contractor, the University of Illinois System uses [E-Verify](#) to verify employment eligibility.*

*The University of Illinois is an Equal Opportunity, Affirmative Action employer that recruits and hires qualified candidates without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability or veteran status. For more information, visit <http://go.illinois.edu/EEO>.*

**Administrative Relationship:**The Visiting Extension Outreach Associate, Urban and Innovative Agriculture is administratively responsible to the Associate Dean and Director, Extension and Outreach.

## Qualifications

### Required:

- Bachelor's degree in agriculture, agricultural sciences, agricultural education, adult education or other related field from an accredited institution of higher education. Candidates with a bachelor's degree in progress may be considered for interviews, but degree must be completed by hire date.
- Experience working with diverse audiences in urban environments.
- Demonstrated experience with building and maintaining diverse networks.
- Evaluation and assessment of teaching and learning.
- Understanding of and commitment to the land-grant university mission.

### Preferred:

- Master's degree.
- Two or more years of professional experience in agricultural sciences education, training or project management and delivery.
- Experience with research design, methods, and evaluation.

### Training, Licenses or Certifications:

- A valid driver's license is required.

### Knowledge, Skills, and Abilities:

- Knowledge of theory and application of urban agriculture. Strong written and oral communication skills. Strong interpersonal skills and ability to work with diverse groups. Self-direction, initiative, and independence in work achievements. Ability to maintain confidentiality and ensure managerial discretion. Excellent time management skills, including the ability to prioritize work and manage a variety of complex projects simultaneously with accuracy and detail in an integrated environment with changing deadlines, priorities, and frequent interruptions. Ability to think broadly while paying attention to detail and to follow through with commitments.

## Application Procedure

To apply, go to <https://go.illinois.edu/1025267>. Please upload a resume, cover letter, and the names and contact information for three professional references. Resume dates submitted must be in month/year format and employment history, at a minimum, should include all work dating back to the completion of your undergraduate degree. Positions that were less than full-time/100% must be noted as being part-time. Transcripts may be requested at a later date. To receive full consideration, all requested application materials must be submitted via the online system by **July 23, 2024**.

For further information about this specific position, please contact Christina Edgington at [chrisedg@illinois.edu](mailto:chrisedg@illinois.edu). For questions regarding the application process, please contact 217-333-2137.

Build your best life. Trust Extension to help.  
[extension.illinois.edu](https://extension.illinois.edu)



**Illinois Extension**  
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN