



## WSU Farm and Food Systems Extension Coordinator Administrative Professional



**Extension Coordinator** This 12-month, full-time position provides coordination for multiple Farm and Food Systems programs and performs administrative, financial, and general support for the program leader, Farm and Food Systems Team, Leadership Team, and Advisory Committee. This position will develop and coordinate Farm and Food Systems outreach and education programs for small farms and food systems stakeholders and general public as appropriate. This position collaborates with Farm and Food Systems Program faculty, Center for Sustaining Agriculture and Natural Resources (CSANR) Director, Finance/Budget Manager, and the Farm and Food Systems Team to provide program coordination/project management support, accounting (fiscal/budget management), administrative, and technology inventory management for Farm and Food Systems programs. Independent judgment and effective verbal and written communication skills are required.

Required qualifications include: 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. Preferred qualifications include: Demonstrated administrative and organizational skills, as evidenced by successful performance in one or more of the following: personnel management; budget and fiscal management; grant and contract administration; management, oversight and evaluation. Evidence of effective oral and written communication skills to different audiences (internal agency, public), collaborative skills with academic professionals, support staff, and diverse internal constituencies, and good decision-making and problem solving skills. Ability to take on new responsibilities and work effectively in an environment of change.

Salary range is \$38,000 to \$45,000 and is commensurate with experience. To ensure consideration, applications must be received by August 21, 2016. Application materials must include a letter of application addressing the required and preferred qualifications and a current resume or curriculum vitae. Incomplete applications will not be considered, and successful completion of a criminal background check will be required of the successful candidate. To apply, visit <https://www.wsujobs.com/postings/26708>. WSU is an EO/AA Educator and Employer.