

Pawnee County Family and Community Wellness Extension Agent



Lead dynamic community health wellness extension programs in Pawnee County, KS.

Apply online for [K-State Careers search #519179](#).

For more information visit ksre.k-state.edu/about/careers.

POSITION DESCRIPTION AND RESPONSIBILITIES

Extension agents are professional educators, community connectors and innovators who serve as a link between Kansas State University and communities across Kansas. Agents are jointly responsible to the director of K-State Research and Extension (represented by a designated administrator) and the local extension board.

- Lead the development, implementation, and evaluation of research-based educational programming to build healthy, sustainable communities, families, and individuals. Programming will be conducted with volunteers and extension colleagues to: strengthen families and individuals; build community capacity; promote individual and community health and wellness; and lead volunteer development.
- Share responsibility for community vitality programming that helps our communities become better places to live, work, and play by strengthening social, civic, economic, and technological capacity through leadership development and civic engagement. This will include providing primary oversight of the Larned Civic PRIDE group.
- Share leadership for the development, implementation, and evaluation of 4-H youth development programs for school-aged youth in cooperation with volunteers and extension colleagues. Programming will include but is not limited to: community clubs support; out-of-school programs; school enrichment; volunteer management; and outreach to create new program opportunities with existing and new community partners.
- Successful extension programs require agents to:
 - Identify local needs and emerging issues related to K-State Research and Extension's five Grand Challenges (water and natural resources; community vitality; health; developing tomorrow's leaders; and global food systems) by engaging with program development committees and other community organizations and professionals.
 - Design appropriate educational strategies to respond to emerging needs and engage clientele by aligning with the imperatives of the [K-State Next-Gen Strategic Plan](#). Strategies might include educational programming in a community-based setting; events and activities that provide experiential learning opportunities; use of innovative technologies; individual educational consultations; and group facilitation.
 - Collaborate with local partners to meet community and programmatic needs.
 - Recruit and manage volunteers to further the reach and impact of extension programming.
 - Develop and implement strategies to serve all community audiences.
 - Collect and communicate evidence of educational program impact.
 - Cultivate expertise in a subject matter competency area by engaging as a member of a Program Focus Team.
- Pursue internal and external funding to support educational programming.
- Serve as a member of the Pawnee County team, cooperating in the planning and delivery of county-wide programming and related events.
- May periodically be assigned to serve as the local unit director providing administrative oversight for fiscal operations; coordination of personnel; the development, delivery, and reporting of program impact; and other administrative functions assigned by the director for extension's representative and the extension board.

ABOUT THIS ROLE

Title

Extension Agent.

Primary responsibility

Family and Community Wellness programming.

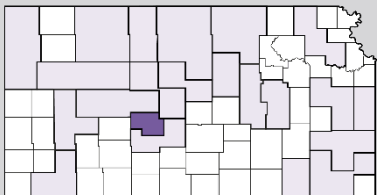
Application deadline

Monday, March 17, 2025.

Interviews will be held March 31, 2025.

Location

Office located in Larned, KS.



Pawnee County is in south-central Kansas. It is home to approximately 6,250 people (with a median age of 46) and to Fort Larned, an 1860's historic military experience.

The Pawnee County Extension office is located in Larned, the county seat. A staff of two agents and one office professional serve the county's 2,396 households.

This agent will make a difference in our community by providing health and wellness education, leading community vitality efforts and managing 4-H youth development programming.

MINIMUM QUALIFICATIONS

- Bachelor's degree.
- Academic coursework, professional development, or prior employment related to the position responsibilities.
- Evidence of strong academic and/or professional performance, as documented by college transcripts or documented success in increasingly responsible professional positions.
- Ability to communicate effectively, both orally and in writing, with individuals, groups, and through mass media.
- Commitment to personal and professional development.
- Familiarity with or interest in working with people from various backgrounds and a commitment to supporting and enhancing K-State's initiative for access and opportunity.
- Ability to work a flexible schedule which will include nights, weekends, and overnight travel.

PREFERRED QUALIFICATIONS

- Master's degree.
- Education, experience, or interest in promoting community vitality and/or youth development efforts.
- Experience working with youth across multiple age groups in both formal and informal settings.
- Competence using electronic communication and computer applications to fulfill programming responsibilities.
- Self-motivation and ability to work with minimal supervision while balancing multiple projects.
- Understanding of educational program design, promotion, implementation, and evaluation.
- Experience with volunteer recruitment, support, and management.
- Skills in group facilitation.
- Knowledge of adult and youth teaching/learning processes.
- Experience seeking and administering external grant funds.
- Ability to communicate effectively with both English and Spanish-speaking learners.

OTHER QUALIFICATIONS

- **Applicants must be currently authorized to work in the United States at the time of employment.**
- Access to a personal vehicle and the ability to obtain/maintain a valid driver's license.

MORE INFORMATION

Salary, Benefits, And Professional Development:

- Salary commensurate with professional experience and available funding as negotiated by the regional extension director, the local extension board, and the applicant.
- Extension agents are Kansas State University educators and have the Board of Regents retirement plan; eligibility for health and life insurance; and earn vacation and sick leave. See a [complete list of benefits](#).
- Reimbursement for travel related to achieving program objectives.
- New agents will be provided with comprehensive Early Career Professional Development training throughout their onboarding period. This series will include virtual and in-person training and networking opportunities.
- Tuition assistance is available to full-time employees and their spouse/dependents.

Learn More About Working With K-State Research and Extension:

- Visit the [K-State Research and Extension website](#).
- Contact Jennifer Wilson, Leader of Extension Operations via email (jrwilson@ksu.edu) or phone (785-532-5790) with questions.

Equal Employment Opportunity:

Kansas State University is an Equal Opportunity Employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, disability, or status as a protected veteran.

Background Screening Statement:

In connection with your application for employment, Kansas State University will procure a Background Screen on you as part of the process of considering your candidacy as an employee.