

## **POSITION DESCRIPTION**

**Title: Extension Educator**

**Working Title: Tribal Health Extension Educator**

**Institute: Health and Nutrition Institute**

Michigan State University Extension is committed to fostering a welcoming and inclusive organization, which requires all staff to contribute towards a vision for success. Diversity, equity, and inclusion are central to our work, regardless of title or position within the organization. This means that all staff at MSU Extension are dedicated to the following:

- *We work together to ensure that programming is delivered to diverse audiences, produces equitable impacts for all participants, and demonstrates partnership and inclusion for all groups.*
- *We embrace that it is everyone's job to create a culture that promotes diversity, equity, inclusion and belonging.*
- *We ensure that every team member is prepared with the skills and resources to contribute to our welcoming and inclusive culture.*
- *We foster inclusion by recognizing and valuing diverse perspectives, skills, experiences, and work to create equal access to programming for communities.*
- *We commit to continuous learning for diversity, equity, and cultural competency, in order to achieve inclusive excellence.*
- *We understand that diversity, equity, and inclusion are essential elements to our work and are vital to the organizational culture and programmatic success of MSU Extension.*
- *We embrace a culture of understanding, coaching and feedback towards achieving a vision of success for the entire organization and its staff.*
- *Together we will achieve success and we commit to these goals in our work, continued education, and ongoing efforts.*

## **POSITION SUMMARY**

As part of MSU Extension (MSUE) and the Health and Nutrition Institute (HNI), this position provides local as well as statewide leadership and expertise in health educational programs focused on teaching mindfulness, stress reduction, chronic disease and chronic pain self-management, healthy aging, and diabetes prevention and management (e.g., Dining with Diabetes, Diabetes PATH). The position will have local partner and statewide institute responsibilities and will collaborate across work teams, Institutes, and community groups, working with faculty, specialists, and educators for overall advancement of the needs of the Institute clientele. This position has a focus on delivering health educational programs to community-based adult audiences.

In this position, you will identify, design, implement, and evaluate research-based educational programs that meet current and projected outreach needs related to health and well-being to be responsive to mental health, physical health, and behavioral health needs of community members. Through your leadership, you will plan and implement community-based health programs for diabetes self-care management, stress reduction/ mindfulness (e.g., Stress Less with Mindfulness), and chronic disease and chronic pain management programs (i.e., PATH programs). Programming is delivered in-person and online virtually. You will be responsible for creating a steady, on-going calendar of programs that meet community needs year-round, and that rotate to produce a variety of offerings. Programs are taught alone and with other trained co-facilitators and delivered in coordination with community partners.

Through collaboration in grant-funded efforts, engagement with community members, and dissemination of research-based information through various methods, including in-person and multimedia programming and written communications, you will explore and implement programs that lead to public knowledge, attitudes, and behaviors that contribute to healthier lifestyles for individuals and toward health equity for all. You will also develop, produce, and deliver health education that contributes to system changes, policies, and environmental changes of communities and institutions. You will use evidence-based and research-based sources for health education outreach materials with messaging and content that is accessible and inclusive and is consistent with the Health and Nutrition Institute.

Your work will include close collaboration with Tribal partners and colleagues at MSU and MSU Extension, as well as the diverse network of partner groups including county or regional human service collaboratives, healthcare systems, primary care or clinical clinics, county government departments, local area agencies on aging and prevention coalitions, and community human service groups. You will collaborate with the HNI Health Team and be part of grant-funded efforts of the institute. This position has potential to partner with faculty researchers and be a liaison in the community for local needs assessment, study recruitment, interventions, and research finding dissemination activities. Acting as a statewide point of contact, you will provide support for local programming in the Extension administrative district associated with the base county where the position is located and will be expected to deliver programs in multiple counties.

Although negotiable, there will be space available for this position to work from the Bay Mills Health Center, located at 12455 W. Lakeshore Drive in Brimley, Michigan.

This position may be eligible to utilize a flexible work environment, however, there is an expectation to work from the primary office location. The needs, responsibilities, and opportunities of an individual's position and office location drive the ability and amount of work-location flexibility.

#### **Characteristic Duties/Responsibilities**

- Identify, develop, conduct, and evaluate innovative educational programs that meet current and projected needs, and supports growth and understanding of critical issues facing people in Michigan.
- Develop and maintain positive working relationships intra- and inter-organizationally and create and promote positive public relations for MSU Extension and the HNI.
- Understand and support the Health and Nutrition Institute's efforts in diversity, equity, inclusion, and Civil Rights, with a special emphasis on removing barriers from participation and reaching diverse populations, including but not limited to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status, socio-economic class, and other human differences in rural, suburban, and urban communities, and where applicable, increasing programmatic delivery to and participation of minoritized or otherwise underserved adult audiences.
- Communicate and interact with community groups to evaluate the needs of the clientele.
- In concert with the MSU Extension work team(s), work with federal, state, and county agencies to complete needs assessment of the community and develop effective programming.
- Serve as an information resource to clientele, partners, and Extension staff.
- Develop and utilize appropriate media methods to communicate current and timely information, research results, and relevant industry updates, as well as a schedule of current and future activities.
- Collaborate with Tribal partners and MSU Extension staff to gather and report programming outputs and impacts, to demonstrate program effectiveness, and to guide future program priorities for MSU Extension, the HNI and work teams.
- Actively participate in professional development opportunities.
- Author, produce, and submit regular research-based educational materials and articles.
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- Other duties or projects as assigned by the Institute Director.

- Identify, design, implement, and evaluate research-based educational programs that meet current and projected outreach needs related to health and well-being and contribute to healthier lifestyles for individuals and toward health equity for all in response to mental health, physical health, and behavioral health needs of community members.
- Plan and implement community-based health programs for diabetes self-care (e.g., Dining with Diabetes), stress reduction/ mindfulness (e.g., Stress Less with Mindfulness), and chronic disease and chronic pain self-management (i.e., PATH programs).
- Create a steady, on-going calendar of programs that meet community needs year-round and that rotate to produce a variety of offerings.
- Collaborate with other trained co-facilitators and deliver programming in coordination with community partners.
- Use evidence-based and research-based sources for health education outreach materials and develop, produce, and deliver health education that contributes to system changes, policies, and environmental changes of communities and institutions.
- Work collaboratively with a diverse network of partner groups, including county or regional human service collaboratives, healthcare systems, primary care or family medicine clinics, county government departments, local area agencies on aging and prevention coalitions, and community human service groups.
- Collaborate with the HNI Health Team and when/if part of grant-funded efforts of the institute, engages in program planning, implementation, and evaluation efforts specific to expectations set forth by the funders or principal investigators.
- On occasion, have a willingness to work during weekends, or evenings, with times that work for community member schedules.

#### **SUPERVISION RECEIVED FROM**

Institute Director

#### **WORK ENVIRONMENT**

This position requires driving as a regular part of the position, and carrying educational materials, equipment, etc. up to 25 lbs.

#### **MINIMUM REQUIREMENTS**

- Bachelor's degree from an accredited institution in a field of study related to public health, human development, family studies, social work, psychology, sociology, gerontology, community health services, or related field must be earned by date of hire, with an expectation to complete a master's degree within a specified time frame, in a related field after employment; or master's degree from an accredited institution in field of study related to public health, human development, family studies, social work, psychology, sociology, gerontology, community health services, or related field must be earned by date of hire.
- Familiarity with community behavioral health strategies, public health interventions, translational or implementation science, and/or theories of lifestyle change.
- Demonstrated ability and skill in educational program planning, implementation, and evaluation.
- Ability to demonstrate sensitivity, knowledge, and use of appropriate approaches, skills, and techniques, which reflect an understanding and awareness of social, cultural, and economic diversity of the target population served.
- Demonstrated success in program development and delivery to diverse audiences/communities, and proven ability in establishing and working with a diverse network of constituents and community members across race, color, gender, national origin, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status, veteran status, socioeconomic class, and other differences.

- Ability to create and carry out a project plan from research of initial concept to project completion and follow-up.
- Strong interpersonal, oral, and written communication skills.
- Experience and proven ability working productively with a team serving in both leadership and contributor roles.
- Self-motivated with demonstrated ability to work independently in an office environment without daily supervision and/or coaching.
- Proficiency in use of technology (e.g., web research, Zoom, Qualtrics, Microsoft Teams, Word, Excel, PowerPoint, Outlook for mail/calendaring, distance technology, etc.) for day-to-day work and educational program delivery, record keeping, reporting, team-based communications, and overall management.
- Ability to lift and carry educational materials, equipment, etc. up to 25 lbs.
- Ability to travel in local and surrounding communities, and occasional long-distance travel are required as a regular part of this position.
- Transportation is the responsibility of the employee.
- Other skills and/or physical abilities required to perform duties of the position.

#### **DESIRED QUALIFICATIONS**

- Experience working in Tribal communities preferred.
- 3-years' experience in health education program delivery or demonstrated ability and skill in educational program planning, implementation, and evaluation (relevant experience acquired within the last 5-years, preferred).
- Demonstrated drive and initiative, with proven ability to manage multiple responsibilities and tasks simultaneously.
- Experience in successful contract and grant writing, including securing and managing grant funds and resources.

This position is a full-time, fixed term end-dated appointment, renewable annually based upon successful performance and continued funding.

#### **FAIR LABOR STANDARDS ACT DESIGNATION**

This position is exempt as defined under the FLSA.

**DATE: March 2023**

MSU is an affirmative-action, equal-opportunity employer, committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. Michigan State University Extension employment opportunities are open to eligible/qualified persons without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status. MSU is committed to achieving excellence through cultural diversity. Persons with disabilities have the right to request and receive reasonable accommodations.

The university actively encourages applications and/or nominations of women, persons of color, veterans, and persons with disabilities.