



# COLORADO STATE UNIVERSITY EXTENSION

**Job Vacancy #14-20**  
**Extension Regional Specialist**  
**Small Acreage Management**  
**Front Range Region, NRCS Longmont Office, CO**

We are committed to increasing the diversity of our staff and providing culturally responsive programs and services. Therefore, we encourage responses from people of all backgrounds and abilities. We invite you to review [Colorado State University's Principles of Community](#) that guide our mission and vision of access, teaching, service and engagement.

CSU Extension's Front Range region is a 12-county area that follows the I-25 corridor from Larimer and Weld counties in the north, through Denver metro to El Paso County; Clear Creek and Gilpin counties are included in the region. This position is jointly funded by Colorado State University Extension (CSUE) and the USDA-Natural Resources Conservation Service (NRCS) for a five-year period through June 30, 2025 with the potential for continued funding. Without additional funding, this position will be discontinued. The position will be housed in the NRCS Longmont office. Additional NRCS offices in this region are in Franktown, Lakewood, Byers, Brighton, Greeley, and Fort Collins.

Commercial agriculture and small acreages are intertwined throughout the Front Range. Agricultural production includes traditional agronomic crops such as corn, alfalfa, and sugar beets; commercial vegetables such as onions and sweet corn; and green industries producing nursery crops, floriculture and turf. Livestock production, primarily beef and dairy, is widespread. Most small acreages (less than 40 acres) are maintained as a lifestyle choice rather than managed to produce maximum income from agricultural sales. Resource management of these acreages is crucial. Small acreage landowners are involved in a broad range of production systems including land stewardship, horse ownership, alternative livestock, and beginning vegetable production and specialty crops.

**APPLICATION PROCESS AND DEADLINE:** For full consideration, all materials must be **RECEIVED no later than 11:59 PM Mountain Time on Tuesday, June 30, 2020**. Please submit the following to <https://jobs.colostate.edu> to apply:

- Resume
- Cover letter
- Transcript of college(s) course work **showing degrees conferred**. Please remove all references to birth date or social security number.
- Special Required Documentation - Statement (no more than 5 pages) of how you meet all applicable "Required" and "Preferred" Job Qualifications. Please respond to each bullet point separately.

All applicants will be contacted approximately 15 working days after the deadline regarding their status. Next steps and interview dates will be shared to those moving forward. Four professional references will be requested of applicants that advance in the interview process.

For questions regarding the application process, contact the Office of Equal Opportunity at (970) 491-5836 or email [oeo@colostate.edu](mailto:oeo@colostate.edu). For questions regarding the job vacancy, responsibilities, and salary, please contact Adrian Card at (303) 678-6383 or [adrian.card@colostate.edu](mailto:adrian.card@colostate.edu).

**PURPOSE OF POSITION:** This position provides leadership for small acreage management programming and research, coordination of effort, and communication and facilitation among Colorado State University Extension, the USDA-Natural Resource Conservation Service, and conservation districts in the Front Range region. Duties include but are not limited to strengthening working relationships among the partner agencies and engaging other organizations in maximizing delivery of priority educational efforts in small acreage, forestry and range management to small acreage owners and managers in the Front Range. The person in this position will also work collegially and cooperatively with CSU Extension and NRCS staff, alongside fellow CSUE/NRCS joint appointees statewide to deliver programming. Extension specialist' work schedules vary and there are times throughout the year that require nights, weekends, and long hours. Flexibility in scheduling; night, weekend, and overnight work (able to be scheduled in advance) is required. CSU Extension is committed to helping employees achieve a positive work-life balance and encourages professional scheduling.

## **ESSENTIAL JOB DUTIES**

### **Program Planning, Development, Delivery, Evaluation and Reporting: 75%**

- Develop resource planning tools that can be used by small acreage landowners for self-assessment and implementation of resource management practices.

- Develop, implement, and evaluate needs based, non-credit, education programs for small acreage landowners and managers.
- Assure compliance with civil rights and affirmative action policies including reaching out to underserved and underrepresented audiences.
- Assist landowners to develop sustainable and/or profitable enterprises
- Provide direct assistance to small acreage owners, often through site visits, to identify and implement “best practices” in resource conservation management.
- Provide leadership in developing grazing and cropland conservation practices for the small acreage landowner operations.
- Conduct demonstrations on small acreages to accelerate acceptance of resource conservation practices.
- Report engagement and program outcomes to CSUE and NRCS.
- Complete certifications and trainings as required by both NRCS and CSU Extension to ensure landowners have access to best small acreage practices and resources available.
- Assist in NRCS conservation planning for EQIP and other conservation practices.

Note: % of job assigned to this duty may be changed as the program develops.

#### **Initiate and Develop Relationships and Partnerships: 25%**

- Provide leadership in the Front Range region to establish communication and rapport with all appropriate agency personnel, especially CSU Extension, NRCS, and conservation districts. Work with colleagues across regions to develop, implement, and evaluate projects of importance and impact.
- In collaboration with agency partners and small acreage owners, identify priority educational needs for the target audience.
- Provide relevant technical assistance, educational materials and expertise with agencies, organizations, and colleagues in the Front Range region, other regions, and statewide, as appropriate.
- Provide direction and support to agency personnel in the delivery of educational programs to small acreage landowners.

Note: % of job assigned to this duty may be changed as the program develops.

**SALARY:** The salary range for this position is \$47,500-\$58,000 and will be commensurate with education and professional experience.

#### **REQUIRED JOB QUALIFICATIONS:**

- Completed master’s degree; degree must be completed before starting the position.
- One degree must have been conferred in agriculture, plant science, natural resource management, or a closely related field. Course work and/or professional experience must provide a broad and significant understanding of plant and animal production related to small acreages.
- Demonstrated skill in working with people as individuals and in groups (teamwork); ability to resolve conflicts, mediate contentious issues, and facilitate group interactions.
- Commitment to include diverse voices in program prioritization and planning, and a commitment to developing and delivering both inclusive and targeted programming.
- Prior work or educational experience working landscapes (including but not limited to specialty crops, pastures, forests, and/or rangeland) through agencies, organizations, or small acreage owners.
- Demonstrated experience in teaching, communicating including public speaking, and translating technical subject matter into programs and tools for use by the public or small acreage owners.
- Demonstrated leadership ability, evidence of drive and initiative.
- Demonstrated use of technology in managing and/or delivering educational programs.
- Must have a valid driver’s license or the ability to obtain a driver’s license or access to a licensed driver by the employment start date.

#### **PREFERRED JOB QUALIFICATIONS:**

- Knowledge of Front Range agricultural enterprises such as livestock (horses, beef, sheep, etc.) alternative livestock, nursery and greenhouse, orchards, rangeland, forests, and both new and traditional agricultural practices that could be targeted to small acreage owners.
- Knowledge of plant identification and weed management options, both organic and conventional, generally 40 acres or less.
- Successful experience developing financial support for educational programs including grant writing, fund raising, contracting, or cost recovery efforts.
- Experience in irrigated agriculture including knowledge of water rights and water allocation.
- Knowledge of renewable energy practices and production (wind, solar, biodiesel, etc.).
- Experience with marketing and working with the mass and social media.
- Experience in needs assessment, program planning, development, implementation, and evaluation.
- Bilingual and biliterate English and Spanish.

**BENEFITS:** Based on full-time employment. Twenty-four working days vacation each year, 15 days sick leave. Enrollment in group health, life and accident insurance, various retirement plans, work injury benefits, and disability insurance are all available. Available personal transportation required, travel allowance provided. A full description of benefits is available at: <http://www.hrs.colostate.edu/benefits/>.

Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy and will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The [Office of Equal Opportunity](#) is located in 101 Student Services.

The Title IX Coordinator is the Vice President for Equity, Equal Opportunity, and Title IX, 123 Student Services Building, Fort Collins, CO. 80523, (970) 491-1715.

The Section 504 and ADA Coordinator is the Associate Vice President for Human Capital, Office of Equal Opportunity, 101 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-5836.

<p><b>BACKGROUND CHECK:</b> Colorado State University strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, CSU conducts background checks. The type of background check conducted varies by position and can include, but is not limited to, criminal history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will also be conducted when required by law or contract and when, in the discretion of the University, it is reasonable and prudent to do so.</p>
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Application process and additional information may be obtained at <http://jobs.colostate.edu/postings/77677>