



Ho-Chunk Nation

Job Description



TITLE: Community Education Specialist		JOB CODE: CESP
Government Employee	EEO: 5	PAY GRADE: 10
Non-Exempt	No Flex	FUNDING SOURCE: Grant/ARPA NPD
HO-CHUNK PREFERENCE		

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

The Community Education Specialist position is for an individual who possess the abilities to plan, organize, and develop community activities based on agriculture. To achieve this the individual will spend time planning seminars, workshops, and surveys. The overall objective is to get the Ho-Chunk Nation communities involved in agriculture.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Create effective community outreach with education tools on a monthly basis.
2. Develop seminars, workshops, and surveys for community members, and follow through with them monthly.
3. Completes tasks given by manager on a daily basis.
4. Interacts on a daily, monthly, and annual basis with community members, co-workers, departments, and internal/external agencies: USDA, FSA, UW-Extensions, etc.
5. Operates daily independently and as a team, subject to input and review from manager.
6. Research and recruit instructors as needed for monthly community projects and education, also be sure to post about community opportunities in paper, online, and bulletin boards two weeks or monthly, prior to event.
7. Frequently prepare attractive, informative, and bonding opportunity materials that are engaging.
8. Seasonally establish and maintain effective relationships with the communities.
9. Other duties as needed on a daily basis.

JOB RESPONSIBILITY

Job Reports to	Supervisor – Agriculture Research & Education Division Manager
Leadership Accountability	None
Supervisory Accountability	None
Organizational Accountability	Manages work groups
Financial Accountability	None
Customer Accountability	Interfaces with officials and executives, regulatory authorities, outside customers, and inside customers
Employee Accountability	Operates with significant independence, subject to general input from supervisor, and subject to regular review by supervisor



MINIMUM QUALIFICATIONS

EDUCATION:

1. Associates Degree in Community Education or related equivalent.
2. Bachelor's Degree is preferred.

ESSENTIAL:

1. Valid driver's license, and proper insurance needed.
2. Additional certification that pertains to community education.
3. OSHA, First-aid and CPR compliant.

EXPERIENCE:

1. Minimum no less than one (1) years of experience in community education.
2. Must have some experience with agriculture to understand the involvement needs.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Knowledge of operational characteristics, services, and activities of a community education program.
2. Knowledge of spreadsheet, word processing and desktop publishing software applications, and in general computer knowledge.
3. Records maintenance skills.
4. Strong verbal and written communication skills.
5. Skills in program planning and implementation.
6. Ability to learn the HCN structure, organization, and traditions as they apply to agricultural.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.

WORKING CONDITIONS

1. Work indoors and outdoors.
2. Field work may require working in a variety of environmental conditions.
3. The job will require frequent waking, sitting, bending, and lifting for extending periods of time. See physical demands worksheet for further details.
4. Travel is required with occasional overnight stays.