

**Regional Agricultural Business Development Associate
Extension Support Specialist II
Band F - Exempt
Cornell Cooperative Extension
College of Agriculture and Life Sciences (CALIS)
Canton, New York**

Who We Are

The College of Agriculture and Life Sciences (CALIS) is a pioneer of purpose-driven science and Cornell University's second-largest college. We work across disciplines to tackle the challenges of our time through world-renowned research, education, and outreach. The questions we probe and the answers we seek focus on three overlapping concerns: natural and human systems; food, energy, and environmental resources; and social, physical, and economic well-being.

Cornell Cooperative Extension (CCE) provides the educational outreach functions for Cornell University's role as New York State's Land Grant University. The North Country Regional Agriculture Team provides science-based information and services to producers and agri-business professionals, equipping all with the knowledge to profitably produce and market safe and healthful dairy products and crops, contributing to the viability of New York State agriculture.

What You Will Do

Provide educational development that focuses on Farm Business Management to key sectors of production agriculture in the North Country, including dairy and livestock and other agricultural commodities. Develop value-added opportunities for producers, including the market development of agricultural products within and outside the region. Specific duties include:

- Planning and developing educational programs that identify needs and opportunities with an emphasis on business development and marketing of local agricultural products.
- Implementing educational programs utilizing various methods, including workshops, formal classroom teaching and small group experiences, etc.
- Analyzing and evaluating major program efforts; making recommendations for enhancing these efforts.
- Preparing quarterly reports, impact statements, and yearly success stories on program progress and accomplishments.
- Delivering one-on-one consultations with key producers and industry partners related to program initiatives and available resources.
- Providing support to farm-based, start-up businesses as well as assisting in strategic planning for established farms seeking to diversify and take advantage of new marketing opportunities.

What We Need

We are looking for a talented individual who excels at building relationships with multiple stakeholders to identify and address the needs of agricultural producers. We need someone who has an appreciation for agriculture and wants to increase marketing opportunities for businesses. In this role, you will work with producers across several counties in the North

Country region of New York and contribute to multiple teams while developing a unique and impactful extension and applied research program. Additionally, we need someone who has:

- Bachelor of Science degree in Agriculture from an accredited institution with a concentration in business and management or closely related fields and 3+ years of relevant work experience in business development, marketing, or closely related fields, or the equivalent combination of education and experience.
- Strong interpersonal skills with proven ability to work with diverse audiences in group and one-on-one settings.
- Ability to work effectively with industry, economic development groups, advisory boards and committees, community and funding partners, and other stakeholders.
- Proven organizational and time-management skills.
- Able to work in a fast-paced environment and to quickly adjust to change and changing priorities.
- Ability to interpret and communicate applied research and demonstration projects.
- Strong leadership and teamwork skills.
- Effective written and verbal communication skills.
- Fundamental competence utilizing current technology as a management and program delivery tool (Excel, Word, PowerPoint, Access, Internet, Social Media, Webinars, Videoconferencing and Web development).
- Ability to meet the travel requirements of the position and have reliable transportation as well as have and maintain a valid and unrestricted New York State driver's license.
- Ability to work evenings and weekends as essential job functions require.
- Ability to lift up to 50 pounds.
- Must exercise sound and ethical judgment when acting on behalf of the University.

If you possess these experiences and skills, this may be the role for you! There are a few other qualifications that we would view as incredibly helpful in this role, including:

- Masters, MBA, or Ph.D. degree with a concentration in business economics and management or closely related fields.
- Knowledge and experience in analyzing current and emerging issues related to the agricultural industries in Northern New York.
- Experience with farm business management assessment tools and benchmarking programs.
- Knowledge of the philosophy, objectives, and operation of an informal education system such as Cornell Cooperative Extension.
- Successful experience obtaining new funding, including grants and industry support.
- Appreciation of Agriculture as a business and as a lifestyle.
- Creativity, energy, motivation, and positive enthusiasm.
- Proficiency in Spanish.

This position is full-time (40 hours/week) and will be located in Canton, New York. This is a one-year appointment with possible extension depending on funding and performance. Moderate travel (approximately 25%) will be required.

Rewards and Benefits

We hope you appreciate great benefits. Cornell receives national recognition as an award-winning workplace for our health, well-being, sustainability, and diversity initiatives.

- Our benefits program includes comprehensive health care options, employee discounts with local and national retail brands, and generous retirement contributions.
- Our leave provisions include three weeks of vacation and 12 holidays: e.g., an end-of-year winter break, from December 25 through January 1.
- Cornell's impressive educational benefits include tuition-free Part-time Study and Employee Degree Program, Tuition Aid for external education, and Cornell Children's Tuition Assistance program.
- We invite you to follow this link to get more information: <https://hr.cornell.edu/summaries-benefits>.

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No relocation assistance is provided for this position. Visa sponsorship is not available for this position.

How to Apply:

You must submit both a resume/CV and cover letter.

When applying through our system, please attach your application materials (resume/CV and cover letter). You can upload documents either by “dragging and dropping” them into the dropbox or by using the “upload” icon on the application page. For more detailed instructions on how to apply to a job at Cornell, visit [How We Hire](#) on the HR website. If you are an internal employee, please log in to [Workday](#).

Cornell University is an innovative Ivy League university and a great place to work. Our inclusive community of scholars, students, and staff impart an uncommon sense of larger purpose and contribute creative ideas to further the university's mission of teaching, discovery, and engagement.

Diversity and Inclusion are a part of Cornell University's heritage. We are a recognized employer and educator valuing AA/EEO, Protected Veterans, and Individuals with Disabilities. We also recognize a lawful preference in employment practices for Native Americans living on or near Indian reservations.