



NEBRASKA INDIAN COMMUNITY COLLEGE

VACANCY ANNOUNCEMENT

NOTICE: This announcement is not a complete job description. For a complete job description, contact HR.

POSITION TITLE: Extension Program Manager

PRIMARY WORK LOCATION: South Sioux City Campus

STARTING WAGE: \$51,000

STATUS: Exempt- Full-time

CLOSING DATE: 05/05/2026

ABOUT THE COLLEGE: *"The Nebraska Indian Community College provides quality higher education and lifelong educational opportunities for Umo^oho^o (Omaha) Isanti (Santee Dakota), and all learners."* Nebraska Indian Community College is envisioned as a comprehensive Tribal College that values service through high quality education. Institutional programs value and cultivate the creative and productive talents of learners, faculty, and staff, and seek ways to contribute to the self-sufficiency of the Nations served, the wellbeing of our communities, and the quality of life and development of its learners, faculty, and service areas.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

The Extension Program Manager provides operational leadership, coordination, and supervision of Extension outreach programs that support the mission of Nebraska Indian Community College. This position is responsible for the day-to-day implementation of Extension programming, supervision of staff, and coordination of community-based outreach activities serving Tribal communities.

This role focuses on program execution and staff supervision and does not hold grant management, fiscal oversight, or final compliance responsibility. The position operates under the direction of the Director of Community and Workforce Development to ensure alignment with institutional goals and grant-funded initiatives.

The Extension Program Manager ensures consistent, high-quality delivery of services, effective staff performance, and strong community engagement across service areas.

SPECIFIC RESPONSIBILITIES AND DUTIES

- Plan, implement, and support evaluation of Extension programs to meet organizational and community needs.
- Coordinate day-to-day program operations, schedules, and activities in alignment with direction from the Director.
- Support coordination of program resources, expense tracking, and timelines in collaboration with the Director to ensure effective program delivery.
- Directly supervise Extension Workers located in Macy and Santee, including workload assignment, scheduling, mentoring, and performance management.
- Provide ongoing guidance and support to staff to ensure effective performance and high-quality service delivery.
- Develop and maintain relationships with Tribal communities, partner organizations, and stakeholders to support Extension programming.
- Represent Extension programs at assigned meetings, conferences, and community events.
- Support outreach and engagement efforts to promote program participation and visibility.
- Collect, organize, and report program data, participation records, and outreach activities for evaluation and reporting purposes.

- Provide operational input and data support for grant applications, reporting, and renewal processes as requested.
- Ensure program activities follow applicable federal, state, and organizational policies and procedures.
- Maintain accurate documentation of program activities in accordance with institutional reporting requirements.
- Support continuous improvement of program delivery based on feedback and performance data.
- Perform other duties as assigned.

QUALIFICATIONS:

REQUIRED

- Bachelor's degree in Agriculture, Education, Community Development, Public Administration, or related field
- Minimum 3–5 years of experience in program management, preferably in extension, community engagement, workforce development, or education programs
- Experience supervising staff and coordinating program activities for multi-site initiatives
- Strong organizational, project management, and problem-solving skills
- Excellent written and verbal communication skills
- Ability to work independently and collaboratively with diverse stakeholders, including Tribal communities
- Experience working with Tribal nations or Tribal-serving institutions in program delivery or development

PREFERRED

- Master's degree in Education, Public Administration, Organizational Leadership, or related field
- Experience working in grant-funded or higher education environments
- Knowledge of extension program frameworks and outreach methodologies

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

Preferred candidates will have proven success in the following:

- Strong leadership and staff supervision
- Strategic planning and program evaluation
- Program coordination and operational management
- Data collection, reporting, and performance tracking
- Community engagement and partnership development
- Effective written and verbal communication
- Grant reporting and program documentation support
- Problem-solving and adaptability in dynamic, community-based environments
- Ability to manage multiple priorities and field-based staff across locations

WORK ENVIRONMENT:

- Based at the South Sioux City Campus (administrative office location)
- Regular travel required to Macy and Santee campuses to support staff supervision and program oversight
- Field-based work in Tribal communities as part of program delivery
- Flexible schedule required to meet program and community needs

SPECIAL INSTRUCTIONS TO APPLICANTS: Nebraska Indian Community College gives preference to eligible and qualified applicants in accordance with the Indian preference in employment act and veterans' preference. In the absence of qualified Indian applicants, consideration will be given to applicants without regards to race, religion, sex, national origin, age, sexual orientation, gender, veteran status, the presence of non-related medical condition or handicap, or other legally protected status. NICC is an Equal Opportunity Employer.

HOW TO APPLY: You can visit us on the web at <http://www.thenicc.edu>. Applications are also available at any of our three campuses. **FACULTY:** Include the following: (1) a letter of intent outlining how you are qualified for the position based upon the qualifications and responsibilities, (2) a resume/CV, (3) a copy of official transcripts, and (4) an NICC Application. Please send your application materials to the Human Resources Office at hr@thenicc.edu.

NICC (South Campus)
111 Hwy 75
Macy, NE 68039
Phone: 402-837-4183

NICC (West Campus)
North River Road
Niobrara, NE 68760
Phone: 402-494-2311

NICC North Campus
2605 ½ Dakota Ave.
South Sioux City, NE 68776
Phone: 402-494-2311