



MONTANA
STATE UNIVERSITY

EXTENSION

Position *Announcement*

MSU Extension Personnel

309 Culbertson Hall
P.O. Box 172230
Bozeman, MT 59717-2230
Tel (406) 994-1752
<http://www.msuextension.org>

Title: **Extension Assistant Nutrition Education Coordinator, (0.75 FTE)**

Position # **SNEF-0901**

Location: **Bozeman, Montana**

The Supplemental Nutrition Assistance Program – Education (SNAP-Ed) offers nutrition education to SNAP (formerly the Food Stamp Program) participants and persons eligible to receive benefits. This program is in its twelfth year of implementation as one of the MSU Extension nutrition education programs. As well, for 40 years, the MSU Expanded Food and Nutrition Education Program (EFNEP) has provided nutrition education to limited resource audiences. Both programs seek to assist persons in acquiring knowledge, skills, attitudes, and changed behavior necessary for nutritionally sound diets. Paraprofessionals (Nutrition Educators), supervised by County Extension and EFNEP Agents, teach nutrition education and food resource management in small groups to eligible county and reservation residents, including youth. The goal is to provide people with the opportunity to acquire skills that assist in choosing healthy lifestyles. The two programs work together for program planning, program implementation, and staff training and evaluation.

POSITION RESPONSIBILITIES: The Assistant Nutrition Education Coordinator, in collaboration with the Extension Nutrition Education Coordinator, works to assess, plan, develop, implement and evaluate nutritional education programming that will meet the needs of the low income families and individuals in Montana. Specific position responsibilities include support in the following duties:

- Assessing needs of the low income eligible population for educational outreach.
- Management of the educational programs for adults and youth developed to meet those needs.
- Identifying, developing and distributing curricula materials and innovative marketing tools.
- Hiring and training of new nutrition educators or agents and on-going training of all staff.
- Assisting county supervisors in the evaluation of nutrition educators as required under MSU- Personnel Policies.
- Presenting information and educational materials to groups and individuals using teaching methods appropriate to the situation, including classroom instruction, tours, demonstrations, facilitated workshops, computer simulations, etc.
- Developing and conducting evaluation procedures for each major program effort and assisting in data collection for reporting purposes.
- Utilizing technological resources, including e-mail and the internet, to communicate with program staff, Extension personnel and others.
- Assuring compliance with civil rights and affirmative action policies.
- Traveling frequently throughout the state, and out-of-state travel, as appropriate.

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Making a difference in Montana

Required Qualifications:

1. Bachelors degree with at least one degree in Community or Public Health, Health & Wellness, Health Promotions, Education, Youth Development, Family and Consumer Sciences, or related fields.
2. Supervisory experience, with demonstrated ability to hire and train staff.
3. Experience in youth and/or adult educational programming with demonstrated ability to lead groups, facilitate, evaluate and teach.
4. Experience and demonstrated ability in working with limited resource audiences.
5. Strong organizational skills, with experience managing multiple tasks.
6. Computer literacy as demonstrated by computer use in program development and electronic media for reaching target audiences.

Preferred Qualifications:

7. Masters degree.
8. Experience working with programs for rural communities
9. Extension experience.

The successful candidate will possess: Excellent interpersonal, verbal, and written communication skills, with the ability to effectively communicate and work collaboratively with co-workers and other individuals, groups and community organizations; good judgment, flexibility and innovativeness to respond to the changing needs of the program; familiarity with multi-cultural and different socioeconomic audiences; an interest in working with people from diverse backgrounds, and a commitment to the principles of diversity.

Conditions & Benefits This position will be a twelve-month, 0.75 FTE, professional position in the MSU Extension Service, dependent upon USDA funding, which is expected but not guaranteed. MSU may conduct a criminal history records check on any applicant. The University will not employ persons whose criminal and employment history suggests they may pose a significant risk to youth, faculty, staff or university property.

General Information: This position is administratively responsible to Coleen Kaiser, Extension Nutrition Education Coordinator, through the hiring authority of the Associate Director of MSU Extension. For further information regarding this position, please contact:

Coleen Kaiser, Coordinator, Extension Food and Nutrition Education

Phone: 406.994-6318 or Email: coleenk@montana.edu

Application Procedure: Screening of applications will begin on **October 5, 2009** and continue until a suitable candidate is found. To apply, submit the following:

- A. Letter of application addressing each listed qualification in detail;
- B. Current résumé;
- C. Names, addresses, phone numbers, and E-mail addresses for five professional references;
- D. Advertising track form (available in the "Careers in Extension" section of msuextension.org);

Submission of items A, B and C in electronic form is encouraged (Word, WordPerfect or PDF). A signed letter of application must also be sent by mail in order to assure receipt of original signature. Send files as attachments to JULIA.HEARD@montana.edu. Paper documents may be sent to:

Julia Heard, MSU Extension Personnel, 309 Culbertson Hall
PO Box 172230
Bozeman, MT 59717-2230

Phone: 406-994-1752
Fax: 406-994-1756

ADA/EO/AA/VETERAN'S PREFERENCE: In compliance with the Montana Veteran's Employment Preference Act, MSU provides preference in employment to veterans, disabled veterans, and certain eligible relatives of veterans. MSU makes accommodation for any known disability that may interfere with an applicant's ability to compete in the hiring process or an employee's ability to perform the duties of the job. To claim veteran's preference or request accommodation, contact Human Resources/Affirmative Action, Hamilton Hall, MSU, Bozeman MT 59717-2430; 406-994-2042. MSU's Affirmative Action Non-Discrimination Policy and Procedures are on the Web at www2.montana.edu/policy/affirmative_action/.