Position: Part-time – 80%
Salary: Commensurate with qualifications and experience
Benefits include retirement plan and full coverage for family health insurance
Location: Watford City, ND
To apply
• Visit https://jobs.ndsu.edu/
• create an account
• search for opening #1400354
• create and submit your application when prompted
Screening will begin Oct. 9, 2014
Direct questions to:
Mike Hanson
District Director
701-328-9715
michael.e.hanson@ndsu.edu

This position is exempt from North Dakota Veterans’ Preference requirement.

This position is part of the NDSU Extension Service, and is supervised by the NDSU Extension Service Northwest District Director. This is a part-time (.8 FTE) position with the NDSU Extension Service, contingent on the availability of funds to support the program.

Provide teaching in nutrition and nutrition-related subject matter in McKenzie and Williams Counties, North Dakota

Position Information
The Extension Agent, Family Nutrition Program will work collaboratively with a team of Extension professionals and other agencies and organizations to provide direct teaching with adults and youth in food and nutrition, and nutrition-related subject matter. The position targets Supplemental Nutrition Assistance Program (SNAP) eligible households and is supervised by the NDSU Extension Service Northwest District Director. This is a part-time (.8 FTE) position with the NDSU Extension Service, contingent on the availability of funds to support the program.

Position responsibilities include:
• Provide program leadership by recruiting participants, interpreting and integrating information, and teaching in the field of food and nutrition, food safety and food purchasing to SNAP eligible households.
• Conduct needs and issues identification processes that result in educational experiences that meet the needs of the target audience.
• Build partnerships and collaborate with county, state, and federal governmental units, local organizations, businesses and others to provide a comprehensive program in nutrition education targeting SNAP eligible households. Collaborate with staff at North Dakota State University and throughout the NDSU Extension Service to conduct programs.
• Maintain and submit records accurately and on time. Manage operating budget.
• Encourage families to utilize assistance provided through community services and Federal food assistance programs. Identify and resolve barriers to program participation.
• Evaluate participants' progress and overall program effectiveness. Market the impact of educational programs delivered.
• Participate in professional development opportunities that enhance personal and professional effectiveness related to the duties of the position.
• Ensure compliance with equal opportunity policies.
• Perform other assigned duties in support of Extension programming. Some travel required.

Minimum Qualifications
1. Bachelor’s degree related to job duties. Evidence of course work, professional development or work experience related to this position. In addition, the academic capacity to enroll in a relevant graduate program in the future.
2. Skills that demonstrate knowledge and expertise in one or more of these disciplines and the understanding necessary to communicate the knowledge and its application to other disciplines.
3. Program development and educational design skills to assess needs and issues and develop, deliver and evaluate comprehensive learning experiences that help diverse youth and adult audiences enhance their lives and communities.
4. Information and educational technology skills necessary to reach and teach diverse audiences, work and communicate effectively, manage time and resources, and enhance one’s ability to find, evaluate, and disseminate information.
5. Communication skills in oral, written and listening, developing and conveying a clear concise message appropriate for the audience and for working effectively with others.
6. Organizational management skills including the ability to conduct oneself professionally, be self-directed in the work environment, work flexible hours which may include evenings and weekends, manage time and resources, and keep good records to efficiently accomplish the duties of the position.
7. Familiarity with various ethnic and socioeconomic audiences, an interest and ability to work with people of diverse backgrounds, and a commitment to the principles of diversity.
8. Valid driver’s license.

Preferred Qualifications
1. Bachelor’s degree in Family and Consumer Science, Food and Nutrition, Education.
2. Work experience in food and nutrition education.
3. Demonstrated work or volunteer experience with low income families.
4. Leadership and/or teaching experience.
5. Knowledge of community-based programming, the geographic area and existing community services to be served.
6. Experience in working with diverse individuals and environments.