**Nutrition Education Assistant, EFNEP and FNP / Fort Berthold**

https://jobs.ndsu.edu/

Opening #1700375

Provide teaching in nutrition and nutrition-related subject matter in Fort Berthold, North Dakota

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**Position Information**

The Nutrition Education Assistant, EFNEP/FNP will work collaboratively with a team of Extension professionals and other agencies and organizations to provide direct teaching food and nutrition and nutrition-related subject matter. This position serves low income individuals on the Fort Berthold Indian Reservation with a special emphasis on children and parents. This position will also provide occasional programming to youth and parents in Williams County.

This a full-time position with the NDSU Extension Service, contingent on the availability of Federal funds to support the program. This position includes, but is not limited to, the following responsibilities:

### Educate

- Teach, deliver, and evaluate programs in food and nutrition, food safety and food purchasing to SNAP eligible households. Successful Extension programs will require you to:
  - Conduct needs assessment and issues identification that result in educational experiences that meet the needs of the target audience.
  - Interpret and integrate pertinent research information into educational programs.
  - Develop expertise in a subject matter competency area, and to plan, implement and deliver educational programs on a county and/or communities-of-interest basis.
  - Evaluate participants’ progress and overall program effectiveness.
  - Market the impact of the educational programs delivered.
- Cultivate a strong relationship with and use multiple media outlets and resources.
- Participate in professional development experiences offered by the NDSU Extension Service and other entities as appropriate.

### Collaborate and Facilitate

- 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.
- Encourage families to utilize assistance provided through community services and Federal food assistance programs. Identify and resolve barriers to program participation.

### Other

- Assure compliance with equal opportunity policies.
- Perform other duties assigned in support of Extension programming.
- Maintain and submit records accurately and on time. Manage operating budget.
- Some travel required.

### Behavioral expectations include:

- Work ethically, with integrity, and respect confidentiality.
- Contribute to an environment of cooperative, supportive and positive working relationships with co-workers and clientele. Promote a healthy work environment and support everyone’s efforts to succeed.
- Resolve differences constructively. Use tact and courtesy at all times.
- Use effective time management. Be prompt in attendance for work and meetings and be fully engaged.
- Exhibit positive attitude, image and personal motivation. Be a professional at all times.

### Minimum Qualifications

1. High school diploma or G.E.D.
2. Evidence of course work, professional development, or work experience related to the position responsibilities.
3. Evidence of understanding families living on limited resources.
4. Demonstrated effective communication skills – oral, written, listening and interpersonal.
5. Evidence of experience in keeping accurate and complete records.
6. Demonstrated experience in organizing work and working independently.
7. Basic computer skills.
8. Personal vehicle for regular use, valid driver's license and auto insurance.

### Preferred Qualifications

1. Related work experience in food and nutrition education.
2. Demonstrated work or volunteer experience with limited resource families.
3. Leadership and/or teaching experience.
4. Knowledge of area and existing community services.
5. Experience in working with diverse individuals and environments.