



EFNEP/FNP Program Coordinator

<https://www.ndsu.edu/employment>
Posting ID #2924966

Provide leadership to implement innovative learning experiences that empower North Dakotans to improve their lives and communities

NDSU

EXTENSION

Position: Full-time

Salary: Commensurate with qualifications and experiences

Benefits include retirement plan and full coverage for family health insurance

Location: Fargo or Bismarck, ND

To apply

- Visit <https://www.ndsu.edu/employment/joblist>
- Search for Posting ID #2924966

Screening will begin
May 10, 2021

Direct questions to:

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Director, EFNEP/FNP Program
701-231-6515
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Position Information

The EFNEP/FNP Program Coordinator, is a 12-month, non-tenure track, 100% Extension position. The coordinator is a member of a statewide Extension Family and Community Wellness team responsible for providing leadership to implement innovative learning experiences that empower North Dakotans to improve their lives and communities through science-based education and outreach. The Family Nutrition Program (FNP) provides SNAP-Education for North Dakotans at risk for food insecurity through evidence-based educational programming and other outreach to improve access to healthful food and physical activity opportunities. The Expanded Food and Nutrition Education Program (EFNEP) is a nutrition education program for low resource families with children. This position will be supervised by the Assistant Director, Family & Community Wellness. This position will be based in Bismarck or Fargo, North Dakota. This position is contingent on the availability of funds to support the program.

This position includes, but is not limited to, the following responsibilities:

Provide direction and skills development to EFNEP and FNP Educators

- Prepare and support EFNEP and FNP Educators in delivering state-approved educational and outreach programs, following the EFNEP and FNP program guidelines, to ensure program fidelity and success.
- Develop and present training and orientation programs for EFNEP/FNP Educators.
- Lead recruitment and hiring efforts for EFNEP and FNP Educators.
- Observe, monitor and coach EFNEP and FNP Educators to help them meet performance expectations through records and report monitoring, teaching observations, one-on-one meetings, and EFNEP/FNP team meetings.
- Directly supervise administrative secretary.

In collaboration with the Director, provide statewide leadership for EFNEP/FNP programs

- Assist with proposal development for EFNEP and SNAP-Ed/FNP federal grants.
- Identify evidence-based programs and contribute to the development of programs that EFNEP and FNP educators can teach to local constituents.
- Promote the EFNEP and FNP programs to administration, the university, cooperating agencies and public through effective marketing efforts.
- Oversee reporting systems for EFNEP and FNP, analyze information to ensure data integrity, and contribute to annual reporting.

Coordinate program activities for FNP and EFNEP

- Interpret and apply national program operational directives to ensure compliance and alignment with programmatic objectives.
- Facilitate and coordinate planned activities from approved grant proposals.
- Participate in regional and national work groups for EFNEP and SNAP-Ed/FNP.

Other

- Ensure compliance with federal, tribal, state, and local law, policies and procedures, including Civil Rights, youth protection and NDSU Human Resources.
- Read and abide by all the rules and regulations at NDSU as outlined in the NDSU Policy Manual.
- Be an active learner and keep relevant with new teaching strategies, advances in the professional field, technology, news and related research.
- Be self-directed with minimal supervision in the work environment.
- Contribute to a positive work environment through cooperation, collaboration and teamwork with others by developing and maintaining good working relationships with co-workers, staff, employees and clientele.

Minimum Qualifications

1. Master's degree, by start date, in a discipline related to the responsibilities of the position.
2. Demonstrated commitment to diversity, equity, access, and inclusiveness.
3. Ability to communicate effectively, both orally and in writing, with individuals, groups and through mass media.
4. Effective interpersonal skills, including ability to interact and collaborate effectively with a diversity of colleagues.
5. Organizational management skills including the ability to conduct oneself professionally, be self-directed in the work environment, work flexible and extended hours.
6. Manage time and resources to efficiently accomplish the duties of the position.
7. Basic computer skills and ability to use Microsoft Office programs (Word, Excel and PowerPoint).

Preferred Qualifications

1. Experience coaching or mentoring professional and paraprofessional field staff.
2. 2+ years of experience with SNAP-Education and/or EFNEP.
3. Extension work experience.
4. Experience designing and delivering educational programs.
5. Experience using distance education for the development and delivery of programs.
6. Understanding of policy, systems and environmental (PSE) change efforts for health promotion.