Position Information

The Nutrition Education Assistant, EFNEP, will work collaboratively with a team of Extension professionals and other agencies and organizations to teach youth and adults in food and nutrition-related subject matter. This program targets limited income families with children in the household.

This is a full-time position with the NDSU Extension, contingent on the availability of federal funds to support the program.

Position Responsibilities

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

- Conduct lessons on nutrition, food safety and food purchasing.
- Recruit and enroll limited resource families with young children.
- Teach food and nutrition-related subject matter to youth from limited resource households.
- Identify food and nutrition related needs of program participants and coordinate educational experiences to meet those needs.
- Evaluate participants’ progress.
- Maintain and submit accurate EFNEP records on a timely basis.
- Encourage families to utilize assistance provided through community services and federal food assistance programs.
- Cooperate with other Extension staff members in developing linkages with EFNEP to other Extension programs and government agencies.

Minimum Qualifications

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

Preferred Qualifications

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