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 District Director.

This is a full-time position with the NDSU Extension, contingent on the availability of 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 youth and adults in 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 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 to conduct programs.
- Encourage families to utilize assistance provided through community services and Federal food assistance programs. Identify and resolve barriers to program participation.
- Recruit, train and manage part-time, hourly local educators to assist in program delivery.

**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. Bachelor’s degree in Family and Consumer Science, Food and Nutrition, Education, or a closely related discipline. 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. Effective oral, written and listening communication skills; and 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. Personal vehicle and valid driver’s license.

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