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 and other outreach to adults and youth in food, nutrition, and physical activity-related subject matter in Benson and Ramsey Counties.

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 at various sites.
• Recruit and enroll limited resource families with young children.
• Teach food and nutrition related subject matter to adults and 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 records on a timely basis.
• Encourage families to utilize assistance provided through community services and Federal food assistance programs.
• Promote Expanded Food and Nutrition Education Program (EFNEP) and Family Nutrition Program (FNP) with community agencies and maintain a positive relationship with these agencies.
• Cooperate with other extension staff members in developing linkages with EFNEP and FNP to other extension programs and government agencies.

Minimum Qualifications
1. High School diploma or GED.
2. Evidence of course work, professional development or work experience related to the position responsibilities.
3. Evidence of experience in keeping accurate and complete records.
4. Demonstrated experience in organizing work and working independently.
5. Basic computer skills.
6. Evidence of understanding families living on limited resources.
7. Demonstrated communication skills – oral, written and listening.
8. Valid driver’s license.

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.