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.