Jefferson County SNAP-Ed Extension Coordinator

To apply, individuals should submit a resume and a cover letter that speaks to their experience relevant to the position description by 3:00 pm on September 25. Materials should be sent to WSU Jefferson County Extension Director Cliff Moore at: moorecc@wsu.edu. It is expected that Zoom interviews will be held the week of September 28 or October 5, with the work starting sometime in October.

Position Details: Part-time: 40% FTE (16 hours per week) Wage: $18.50 per hour

Under supervision of the SNAP-Ed Extension Coordinator Senior, supported by the Jefferson County Extension Director, the SNAP-Ed Extension Coordinator is responsible for developing, implementing, and delivering Supplemental Nutrition Assistance Program (SNAP) nutrition education and policy, systems and environmental (PSE) change interventions in East Jefferson County in schools and community settings. The position contributes to local, University, state and national recognition of WSU Extension and the SNAP-Ed Nutrition Education Program as an essential nutrition education resource and contributes to the recognition of WSU as a premier Land-Grant University.

University Title Extension Coordinator
Title Code 1132
Working Title Jefferson SNAP-Ed Extension Coordinator
Position Number XXXXXX
College/Area WSU Extension
Department WSU Extension Youth and Families
Hiring Unit Extension SNAP-Ed
Work Location East Jefferson County
Position Supervisor Karlena Brailey, supported by Cliff Moore
This position is in a Bargaining Unit No
Appointment FTE% 40%
Position Term in Months 12
Appointment Status Temporary
FLSA Status Overtime Ineligible
FLSA Exemption Criteria Administrative

**Administrative Professional Exemption Criteria** Extension and/or Continuing Education

**Summary of Duties**
Under general supervision of the SNAP-Ed Extension Coordinator Senior, the East Jefferson County SNAP-Ed Coordinator is responsible for developing a culturally sensitive nutrition education program for low-income audiences, including organizing, conducting, coordinating,
and evaluating the programs. The Coordinator works closely with other Extension staff and community partners in developing the program and ensures that activities meet the requirements of the FNS Guidance for SNAP-Ed. With this funding source, WSU SNAP-Ed teaches youth and adults with limited incomes to develop skills and behaviors to eat healthfully. This is a temporary appointment expected to end 9/30/2021. Renewal is dependent on satisfactory performance, the need for Extension to complete the project and/or if additional funding is secured to extend employment.

Access Requirement
Financial data, Cash Handling, Unsupervised access with developmentally disabled, vulnerable adults, or children under the age of 16

Other Access Requirements

Program Development, Implementation, and Delivery of PSE Strategies, 70%
Provide leadership in designing and implementing programming within the requirements of the SNAP-Ed Program state guidelines, as well as developing Policy Systems and Environment work that addresses local needs.

Use discretion and independent judgment to plan, develop, coordinate, and implement nutrition education to reduce and prevent obesity in low income communities; and to ensure educational content and materials are compliant with SNAP-Ed Program state guidelines.

Design methods of evaluating knowledge gained and the effectiveness on attitudes and decision making of SNAP-Ed program audiences or use state-standardized evaluation materials when available.

Maintain records, administer evaluations, and complete necessary reports to monitor the progress of the project in a timely manner.

Complete and submit documentation such as quarterly and annual reports, impact statements, and evaluation forms and data as requested.

Monitor and provide feedback and input to co-workers and Extension staff regarding status, new guidelines, and progress of program areas, as needed.

Expand programming as possible, such as recruiting additional partners and target audiences, pursuing special grants or pilot programs.

Provide leadership/consultation (on subject matter, lesson development, curricula, staff training, methods of obtaining cost share, and maintaining positive relationships with collaborating agencies) to other counties as requested.

Complete other duties as necessary to support the SNAP-Ed program areas, eg, teach classes, food demos.

Create a positive learning environment that uses culturally appropriate methods and technologies.

Effectively coordinate PSE initiatives relating to healthy eating and active living models among limited resource populations.

Prepare appropriate local educational and instructional materials, such as newsletters or media contacts, and recipes targeted to low-income audiences.
Design, coordinate, and deliver program events and activities with staff, faculty, and parents.

**Relationship Building and Maintaining, 20%**
Identify, recruit, and maintain relationships with statewide, regional, county and community level partners.

Establish, coordinate, and implement project objectives by building strong links with WSU Extension and program partners.

Educate potential community partners about the importance of nutrition education for low-income audiences.

Build and maintain relationships with county and school administrators, other community partners, and Extension staff in ongoing efforts to ensure program success.

**General Responsibilities, 10%**
Maintain knowledge of Washington State University Extension program, procedures and policies.

Maintain familiarity with local and state, and national resources (i.e. SNAP-Ed Connection, http://snap.nal.usda.gov).

Maintain professional competencies in subject matter, educational methods, and societal conditions related to limited income audiences.

Attend statewide SNAP-Ed meetings and professional development sessions and meetings at county and state levels appropriate to program success.

Be an advocate for WSU and Extension in the community. Contribute to an accurate, consistent, and positive message about Extension to funding partners, participants, and the wider community to help ensure program success.

Other duties as assigned.

**Does this position LEAD the work of others?** No
**Type of employees led** N/A

**Does the combined FTE of all positions led equal at least 100%?** No

**Does this position SUPERVISE the work of others?**  No

**Does this position supervise one or more full time equivalent (FTE) positions?**  No

**Type of employees supervised** N/A

**Position Qualifications**

**Required Qualifications**
A Bachelor’s degree in a relevant extension program discipline and two (2) years of related program experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.

**Additional Requirements**
Related program experience includes public health, nutrition, and food science.

Ability to travel within targeted counties.

Ability to work a flexible schedule including occasional nights and weekends.
While using a private or WSU-owned vehicle for official business, must have current automobile liability insurance (meeting requirements described in RCW 46.30.020 and RCW 46.29.090) and possess a valid driver’s license.

Employment is contingent upon passing a WSU background screening and obtaining a Washington State Food and Beverage Worker Permit.

**Preferred Qualifications**
Master’s Degree in Public Health, Nutrition or other relevant field.

Experience in recommended nutrition practices.

Experience developing and demonstrating effective teaching methods for children of various ages and for adults.

Experience working with diverse and low-income audiences.

Experience using distance-bridging technologies to expand learning opportunities.

Proficiency with computer software applications such as email and Microsoft Office.

Excellent written and oral communication skills.

Demonstrated ability to work independently, organize, and use time effectively.

Demonstrated success in working with community organizations.

Experience speaking articulately before a group.

Demonstrated experience working successfully as a team member.

Experience maintaining records of work activities and preparing reports.

**Essential Work Competencies**
The essential work competencies are the knowledge, skills, abilities, mental requirements, physical requirements, and working conditions related to the duties and responsibilities identified as essential functions of the position.

**Knowledge, Skills, Abilities or Competencies**
Knowledge of the WSU SNAP-Ed program delivery system and the policies and procedures that cover its implementation.

Knowledge of complex procedures and reporting required in the WSU SNAP-Ed program, and the ability to follow them.

Ability to communicate effectively both orally and in writing; excellent presentation and teaching skills.

Ability to get along well with others and to work as a county and state multi-disciplinary team member in developing good nutrition education programs.

Ability to adapt to a variety of work settings: classrooms, small group meeting rooms, and large auditorium-type settings.

Ability to meet deadlines.
Ability to apply research and technical knowledge in an effective teaching situation.
Ability to work alone and exercise good judgment on a daily basis.
Ability to be self-directed yet a good team player
Ability to be a continual learner and willing to redirect efforts as needed.
Ability to show flexibility in exercising both leadership and team membership roles.
Ability to think analytically to develop and manage budgets.
Ability to comprehend complex problems and reach reasonable conclusions.
Ability to organize effectively, concentrate, anticipate needs, plan ahead, and meet deadlines.
Ability to maintain schedule that meets the needs of program partners and job and grant requirements.
Ability to maintain confidentiality, to the extent allowed by law.
Computer software skills, including the ability to use office software, such as databases, spreadsheets, word processing.
Capacity and willingness to engage diverse constituents in education programs (dimensions of diversity include gender, culture, age, sexual orientation, education, and income).
Commitment to diversity and an appreciation of the benefits of a diverse workplace and willingness to take actions to enhance the diversity of WSU.
Knowledge of, and ability to carry out, the principles and specific requirements of the Civil Rights Act of 1964, the University’s Affirmative Action Plan, Equal Employment Opportunity requirements and all pertinent rules and regulations.

**Mental Requirements**
Ability to reason logically.
Ability to exercise creativity.
Ability to communicate using oral, written, and listening skills.
Ability to apply information in stressful situations.
Ability to have effective interaction with people in a positive manner.
Ability to use mental skills to recall, analyze, and organize information to make decisions.
Ability to multitask, deal with stressful situations professionally, organize and prioritize.
Ability to make prudent and sound decisions.

**Physical Requirements**
Indicate the physical demands of the position. The requirements selected must be related to the duties and responsibilities identified as essential functions.
Occasionally = occurs less than 33% of hours worked
Frequently = occurs 33% - 66% of hours worked
Continuous = occurs more than 66% of hours worked

**Specify the amount the position will be required to LIFT/CARRY frequently** Up to 50 lbs
Specify the amount the position will be required to PULL/PUSH frequently  Up to 50 lbs

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<thead>
<tr>
<th>Activity</th>
<th>Frequency</th>
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<tbody>
<tr>
<td>Bend</td>
<td>Occas.</td>
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<tr>
<td>Squat</td>
<td>Occas.</td>
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<tr>
<td>Kneel/Crawl</td>
<td>Occas.</td>
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<tr>
<td>Sit</td>
<td>Freq.</td>
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<tr>
<td>Finger Dexterity/Fine Manipulation</td>
<td>Freq.</td>
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<tr>
<td>Twist</td>
<td>Occas.</td>
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<td>Climb</td>
<td>Occas.</td>
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<td>Reach/Reach Overhead</td>
<td>Occas.</td>
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<tr>
<td>Drive</td>
<td>Occas.</td>
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