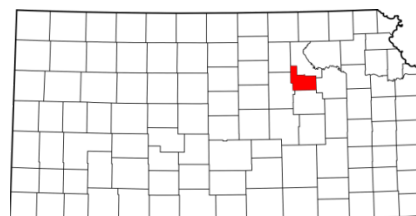




**Position Announcement:**  
**SNAP-Ed Nutrition Program Assistant (.8)**  
**K-State Research and Extension – Geary County**

The Supplemental Nutrition Assistance Program Education (SNAP-Ed) is a nutrition education program provided at no cost to Kansas Families with limited resources. Our goal is to provide nutrition education to individuals and families who receive food assistance or who are eligible to receive food assistance. It is sponsored by the USDA through a contract with the Kansas Department for Children and Families (DCF) and implemented by Kansas State Research and Extension (KSRE). Programming takes place in



**Duties include but are not limited to:**

1. Plan, develop, coordinate and deliver nutrition education programming to limited resource groups and individuals using agreed upon program delivery methods, materials, and evaluation instruments.
2. Develop partnerships and collaborate with local service agencies, school district and community agencies, particularly relating to follow through with agency referrals and promotional activities for the KS SNAP-Ed program in Geary County.
3. Participate in local community coalitions/collaborations that would benefit nutrition education of limited resource clients.
4. Gather data and compile county SNAP-Ed reports and records for submission to the state SNAP-Ed office. Gather data and compile monthly and yearly board reports. Attend SNAP-Ed trainings.
5. Other duties as assigned.

**Time Commitment:**

- This is an eight-tenths (.8) Full Time equivalent (32 hr/week) appointment.
- Possibility for minimal evening and weekend work hours are an expectation of this position.
- This appointment is renewable annually depending on availability of federal funding and satisfactory completion of duties as reported on the Annual Performance Review.

**Required Qualifications:**

- Bachelor's degree in Nutrition, Family and Consumer Sciences, Education or closely related field.
- Knowledge of low income audiences and subject matter.
- Leadership, organizational, teamwork and people skills.
- Valid driver's license, proof of auto insurance, and reliable transportation.
- Capable of lifting, moving and transporting equipment and supplies.
- Experience working with diverse populations.

**Preferred Qualifications:**

- Demonstrated leadership skills in delivery of educational programs.

**Compensation:**

This position offers a base wage of \$15.00/hr. plus benefits. Additional compensation includes mileage reimbursement from reporting location to program sites in the county. A benefits package, including health insurance, accompanies this position.

**Miscellaneous**

- Some travel is required
- Vacation and sick leave will be 8 hours of vacation leave and 3.7 hours sick leave per two week pay period for full-time (1.0 FTE). Leave will be prorated based on the .8 FTE status of this position.
- Benefits will be prorated based on the .8 FTE status of this position.

**Making Application:**

The following application materials may be sent by email (preferred method) to: Deb Andres, ([dandres1@ksu.edu](mailto:dandres1@ksu.edu)) FCS Agent, Geary County K-State Research and Extension, PO Box 28, Junction City, KS 66441 or fax to 785-238-7166. Please note "PA Position" in the subject line of any email correspondence related to this position. Receipt of your application will be confirmed by email.

1. Cover letter that includes a summary of experiences related to the above mentioned responsibilities and qualifications.
2. Resume which includes the following: educational background, professional experience; professional organizations and activities; volunteer responsibilities, honors, and any other information important to communicate qualifications for this position.
3. A copy of all college transcripts showing degree(s) completed. Photocopies of transcripts are acceptable during the application process. An original transcript will be requested upon hire.
4. Names, addresses, phone numbers, and email contact information for three professional reference familiar with your work, including college professors if a recent graduate.

A position offer is contingent on a successful pre-employment criminal background and driving record check. A Background Check Request form will be mailed to the successful applicant following the offer of employment.

Screening of applications will begin March 11, 2016. Position will remain open until filled.

KSU is an affirmative action/equal opportunity employer and encourages diversity among its employees.