

2024 Senior Category Job Description

Clover County Extension Office

4444 Clover Road
Clover City, OH 12345

Contact: Chris Clover

Position: SNAP-Ed Program Assistant

Position Overview: The goal of SNAP-Ed is to improve the likelihood that persons eligible for SNAP food benefits will make healthy food and lifestyle choices to prevent obesity. The Program Assistant works with limited supervision and works with community partners to identify and implement education programs and Policy, System, and Environmental (PSE) efforts.

Essential Job Functions:

- Uses standardized curriculum materials to teach nutrition, food resource management, and other related topics to adults, youth and/or families of lower income in a variety of settings.
- Uses standardized evaluation instruments to assess program participants' knowledge, skills, attitudes, and behaviors to determine educational needs and impacts.
- Identifies needs and opportunities to implement and sustain PSE efforts to address access to healthy food and physical activity in the community.
- Participates in staff development and training opportunities to enhance knowledge of evidence-based teaching methods for nutrition education, and knowledge of nutrition and physical activity topics.
- Participates in staff development and training opportunities to enhance knowledge and implementation of PSE efforts in the local community.
- Participate in Diversity, Equity, and Inclusion (DEI) professional development.

All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status.

Qualifications:

- High School diploma or GED. Certification or vocational training may be required. An associate degree in relevant field preferred. 2 years of relevant experience required. 4-6 years of relevant experience preferred.
- Established ability to utilize computer and video technologies for educational, data entry, and communication purposes; experience with Microsoft Office, Adobe Acrobat, and online data entry programs; knowledge of Zoom software; knowledge of the community's infrastructure and culture; ability to teach in classroom settings to children in-school and after-school, in group settings, and to a general adult audience, to parents and caregivers of young children, and/or to older adults; ability to work independently with a minimum of supervision; ability to network and collaborate with individual and agency representatives, to recruit schools and participants for nutrition classes, and to learn nutrition and nutrition-related information as outlined in the project; skills to adapt to change as the audience and/or the program changes.
- State Motor Vehicle Operator's license or demonstrable ability to gain access to worksite(s).

Eligibility: Senior