



# COOPERATIVE EXTENSION

University of California - Santa Clara County

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## POSITION VACANCY ANNOUNCEMENT

**JOB TITLE: Nutrition Educator (Career)**

**JOB NUMBER 3572-09S**

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**CLOSING DATE: Applications must be received by 5 p.m. on September 4th, 2009**

**SALARY: \$32,568-42,588 (plus benefits)**

**THIS IS A 75% POSTION**

**ACTUAL SALARY IS: \$24,426-\$31, 941**

**LOCATION: Santa Clara County**

### ESSENTIAL FUNCTIONS:

The Food Stamp Nutrition Education Program (FSNEP) youth assistant, under the general direction of the Nutrition Family and consumer Sciences Advisors and working with the University of California Cooperative Extension staff, plans and conducts a FSNEP youth program. Responsibilities include developing and implementing an educational program in the area of nutrition and related subject matter for the children of Food Stamp recipients. Specific responsibilities include:

- Contact schools in low-income communities to organize, develop and implement teacher training programs to reach volunteer teachers who will teach nutrition and related subject areas to children of Food Stamp recipients. Actively market the Youth FSNEP program to school teachers, principals, vice principals, nurses and program coordinators at schools/sites where 50% or more of the students and clientele are receiving free or reduced priced meals.
- Train a minimum of 60 teachers who will spend a minimum of 15 hours each in training, preparing and delivery of nutrition (6-10 hours) to children. Provide ongoing support to teacher and other staff in adapting and using the program material
- Prepare requisite reports and documentation paperwork for this program including enrollment and evaluation forms. Collect data and submit reports to the NFCS Advisor.
- Prepare a newsletter for teachers participating in the FSNEP program. Also prepare announcements, instructional materials, visuals, and brochures.
- Participate in local agencies and school sponsored health fairs. Assist with other tasks, as needed, such as bulk mailings, community events, shopping, assembling programs and setting up meetings, etc.
- Attend trainings and updates for nutrition program staff.
- Ensure all reports are completed properly on time.

The candidate will promote, in all ways consistent with the other responsibilities of the position, accomplishment of the Affirmative Action goals established by the Division.

### SKILLS, KNOWLEDGE AND ABILITIES:

- Education and experience in nutrition, health, or related field
- Ability to communicate effectively in written and verbal English. Experience in training groups of professionals.
- Ability to communicate effectively with diverse audiences.
- Ability to work with people from all socioeconomic levels and ethnic backgrounds. Knowledge of local community and school population demographics
- Ability to work cooperatively and independently with minimum supervision
- Knowledge of cultural food habits and special dietary needs of diverse and low-income populations
- Basic computer skills and literacy in Microsoft Windows and Office programs i.e. Word, Excel, Outlook, and Publisher or other graphics software. Minimum clerical skills: typing, record keeping, calculating.
- Teaching experience and knowledge of community for outreach.

- Ability and means to travel on a flexible schedule to low income communities in Santa Clara County. Liability insurance on vehicle used is required. Ability to attend occasional overnight conferences. Ability to occasionally work on the weekends to promote the Youth FSNEP program at community fairs.

Must have a valid California Driver License; proof of liability and property damage insurance on vehicle used is required; travel outside the county/overnight on occasion. Requires fingerprint screening consistent with UC Policy.

**TO APPLY:**

Please call Rachel Ford at (408)282-3138 to request an application or download it from <http://ucanr.org/jobs.cfm> (click on Staff Application PDF or Word). Reference job number# 3572-09S

**Return the completed application to:** University of California Cooperative Extension, Attention Rachel Ford, 1153 Berger Drive, Bldg.1, San Jose, CA 95112 **or** fax your application to 408/298-5160.

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