



**WISCONSIN NUTRITION EDUCATION PROGRAM (WNEP)
NUTRITION EDUCATOR (100%)
ASHLAND AND BAYFIELD COUNTIES**

**Position Vacancy Announcement and Position Description
Application Due Date: July 25th, 2014**

COOPERATIVE EXTENSION VISION: To be a thriving, well-known and sought-out educational resource that reflects the rich diversity of the state.

COOPERATIVE EXTENSION PURPOSE: We teach, learn, lead and serve, connecting people with the University of Wisconsin, and engaging with them in transforming lives and communities.

POSITION TITLE: Ashland and Bayfield Counties WNEP Nutrition Educator (100%)

OFFICIAL TITLE: Associate Instructional Specialist

GEOGRAPHIC AREAS SERVED: Primarily Ashland and Bayfield Counties.

The Ashland and Bayfield Counties Nutrition Education Program offers education in the two county area. This Nutrition Educator position will have responsibilities in both Counties.

OFFICE LOCATION: ASHLAND COUNTY COURTHOUSE, 201 MAIN STREET W, RM 107, ASHLAND, WI 54806

TYPE OF APPOINTMENT:

This position is fixed term academic staff appointment in the University of Wisconsin-Extension's division of Cooperative Extension and is subject to UW System, UW-Extension, and Cooperative Extension personnel policies. Reappointment to this position after the initial term is dependent upon availability of funding and performance.

POSITION PURPOSE:

The Ashland and Bayfield Counties Nutrition Education Program is a major effort within Cooperative Extension's Family Living Programs. The aim of Family Living Programs is to enhance the quality of family and community decisions that affect the family and to increase the families' abilities to adapt to and effect change. Within this broader aim, the purpose of this position is to function as a peer educator to provide education related to basic nutrition, regular low impact physical activity, food safety, and food budgeting for individuals and families living on limited economic resources. For additional information about the usual work duties of WNEP Nutrition Educators please refer to: http://www.uwex.edu/ces/wnep/files/Nutr_Educator_work_description.pdf

PRIMARY DUTIES/ESSENTIAL JOB FUNCTIONS:

- Teach culturally relevant educational programs to both adults and youth, either individually or in groups, using learner-centered activities and lessons, including topics such as making healthful food choices, regularly incorporating low impact physical activity into lifestyle choices, handling food safely, food buying and selection, and managing the food budget
- Reach and engage diverse audiences in ways that are inclusive and do not discriminate to ensure full access to programs, facilities and educational services

- Contribute as a productive member of the local unit of WNEP and work with other Extension professionals to provide strong, integrated Extension programs
- Build, strengthen and sustain trust-based relationships to promote cooperative and respectful work environments
- Develop and maintain positive working relationships with local partners and agencies
- Maintain a program of professional development/improvement in subject matter and educational delivery methods; participate in Nutrition Education Program training opportunities
- Comply with reporting requirements of the program by maintaining and punctually submitting accurate work time records, travel expenses and program information (participation numbers, evaluation information, etc.)
- Regularly and appropriately use email and other communication technologies
- Organize work and fulfill position responsibilities productively with indirect supervision in a highly visible public sector environment
- Communicate regularly and appropriately with supervisor and colleagues
- In keeping with the purpose of this position, promote and practice healthy eating and, as physically able, low impact physical activity concepts during teaching sessions
- Encourage program participants to participate in other Extension programs
- Be responsive to evolving position, program, office and organizational needs; perform adjusted or additional duties as requested by supervisor

WORKING CONDITIONS:

- Assume daily travel throughout the Ashland and Bayfield Counties and occasional travel within the state
- Make individual arrangements for transportation adequate to meet position responsibilities and essential job functions
- Work evenings on a regular basis and occasionally on weekends, as needed to meet local needs
- Transport teaching materials weighing approximately 10 to 20 pounds, on a daily basis, to teaching sites throughout the counties, including sites with multiple levels of stairs and long hallway distances

POSITION EXPECTATIONS:

The WNEP Nutrition Educator aligns the work of this position with Cooperative Extension’s purpose, vision and values in ways that contribute to supportive workplaces. Cooperative Extension’s values of community, discovery, inclusiveness, relationships, and respect guide the WNEP Nutrition Educator in achieving the position’s primary outcomes.

The WNEP Nutrition Educator is expected to contribute to Cooperative Extension’s scholarly environment as appropriate for the position. Standards of scholarship excellence are expected to be met throughout the WNEP Nutrition Educator’s Extension career.

The WNEP Nutrition Educator actively participates in the shared governance and policy development of the institution, personally or through representatives, to ensure representation in matters affecting academic staff.

The WNEP Nutrition Educator meets the position’s reporting accountabilities and performance expectations in collaboration with the Northwest Regional Director (hiring authority), the Ashland and Bayfield Counties WNEP Coordinator, the Family Living Programs State Office, and the Extension Department Heads in Ashland County and Bayfield County.

TO BE CONSIDERED ELIGIBLE FOR THIS POSITION, YOU MUST MEET ALL OF THE FOLLOWING MINIMUM QUALIFICATIONS:

- High school graduate or equivalent
- Ability to teach interactive lessons offered as a peer for low income residents of the counties
- Ability to teach children in group settings
- Work, volunteer or life experience with limited income individuals or groups
- Experience working effectively as a member of a work group or committee
- Knowledge and skills to effectively interact with people from different cultural backgrounds, including those associated with race, ethnicity, national origin, religion, socioeconomic status, age, gender, disability, sexual orientation, and other aspects of human diversity

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:

- Volunteer or work experience related to food and nutrition education
- Ability to teach and communicate effectively orally, in writing, and through educational technology to adults and youth
- Ability to manage work responsibilities with flexibility
- Knowledge of and demonstrated ability to work cooperatively with other agencies and other community-based services and organizations
- Strong interpersonal and problem-solving skills in a team setting; ability to effectively manage conflicts
- Successful volunteer or paid experience working with people from diverse backgrounds and experiences
- Demonstrated skills in building and maintaining professional work environments

ORGANIZATIONAL COMPETENCIES:

Individuals who demonstrate capacity in the following organizational competencies, as indicated by the examples listed below, are likely to experience higher levels of success within their Cooperative Extension positions:

LEADERSHIP

Inspires respect and trust; Practices strategic, shared and ethical decision making; Clarifies expectations and accepts feedback; Shows personal responsibility and follow through on commitments; Adapts well to change or unexpected events in the work environment; Finds solutions; Is motivated to learn.

RELATIONSHIP-BUILDING

Works in ways that support mutually beneficial partnerships, including being tactfully and diplomatically responsive to others and maintaining confidentiality; Understands group and team dynamics; Gives appropriate recognition to others; Chooses appropriate Extension roles in conflict situations; Manages interactions successfully through an awareness of one's emotions and those of others.

INCLUSION

Recognizes, understands and appreciates the culturally different ways in which others express themselves; Treats others with dignity, respect and consideration; Demonstrates active, intentional and ongoing engagement with diversity in programming, and in outreach efforts.

COMMUNICATION

Listens and seeks clarification; Adapts and varies communication to fit cultural contexts and circumstances; Demonstrates effective communication technology skills and presentation skills; Writes clearly and informatively; Possesses skills to strengthen others' understanding of Extension's value.

POSITION DESCRIPTION CLARIFICATION:

This position description is not intended to be comprehensive in nature given the changes in primary duties/essential job functions and position expectations that can occur over time in response to emerging and assessed community, program and organizational needs. Changes to this position description are subject to the approval of the Cooperative Extension Human Resource Office and those to whom the position is accountable.

POSITION BENEFITS AND SALARY:

State of Wisconsin benefits (<http://www.uwsa.edu/hr/benefits/newemp/orientwrs.pdf>), including retirement, vacation, sick leave, health insurance, and other insurances. Starting salary, \$29,732.

EQUAL OPPORTUNITY:

As an affirmative action employer, UW-Extension provides equal opportunity in programs and employment; and is strongly committed to maintaining a climate supportive of respect for differences and equality of opportunity. UW-Extension does not discriminate on the basis of age, race, creed, color, disability, sex/gender, sexual orientation, national origin, ancestry, religion, marital status, or identity as a veteran, disabled veteran, Vietnam veteran or any other military service, arrest record or non-program related conviction record. ***We promote excellence through diversity and encourage all qualified individuals to apply.***

Materials will be made available in alternative format upon request. Please call 711 if you are hearing or sight impaired and need assistance. Direct inquiries concerning equal opportunity to: UW-Extension Office of Equity, Diversity and Inclusion, Room 501, 432 N. Lake Street, Madison, WI 53706; 608.262.0277 office; 608.890.0259 fax; 711 for Relay.

APPLICATION DUE DATE: July 25th, 2014

Applications received after the application due date will be accepted through the conclusion of the initial application screening process.

APPLICATION INSTRUCTIONS: To receive full consideration, you must submit all of the required documents listed below.

REQUIRED MATERIALS:

- **COVER LETTER**
- **APPLICATION FORM** <http://www.uwex.edu/ces/hr/pdf/files/Nutrition%20Educator%20Employment%20Application%20Fillable%20Form.pdf>

- 1) **Required: COVER LETTER:** Write a Cover Letter (up to 2 pages) that summarizes your knowledge, skills and abilities. In your letter, please write a paragraph for each of the Nutrition Educator minimum qualifications to explain how you meet them. It is acceptable to highlight related life experiences, multicultural experience, second language, professional work history, volunteer work, training and formal education. It is also acceptable to highlight those preferred knowledge, skills and abilities that are a particular strength for you. Please note that your response will be evaluated for both content and written communication skills.
- 2) **Required: UW-EXTENSION EMPLOYMENT APPLICATION FORM:** including related education, professional work history and contact information for three (3) work references, including at least one person who has been your immediate supervisor. Do not list relatives or personal friends. For

