

# EFNEP Nutrition Assistant, Sedgwick County

Job No: [516948](#)



**K-STATE**  
Research and Extension

## **About This Role:**

The Extension Nutrition Program, within K-State Research and Extension, is currently seeking **two full-time Extension Nutrition Assistants**. The extension nutrition assistant will provide nutrition education to low-resourced families with young children and youth to support the goals of the Expanded Food and Nutrition Education Program (EFNEP). This position provides nutrition education to enrolled families and youth and tailors the content to the needs of each client.

The position requires strong interpersonal skills to effectively recruit and retain program participants and develop collaborative partnerships with community agencies. The extension nutrition assistant reports to the Sedgwick County EFNEP extension agent.

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

### Planning and preparation

- Design appropriate learning experiences for enrolled EFNEP clients based on approved curriculum and current guidance to improve food, nutrition and physical activity knowledge and behaviors.
- Collaborate with community partners and Extension colleagues to plan educational events and activities.
- Prepare for events by gathering necessary materials. (For example, purchasing and preparing food for a cooking demonstration.)
- Manage time and resources to ensure successful learning experiences for EFNEP clients.

### Teaching

- Educate groups and individuals about topics like food preparation, food safety, food resource management, basic nutrition, and physical activity.
- Utilize critical thinking skills to solve problems and adapt to new situations that may arise while working with clients.
- Communicate and interact appropriately with culturally diverse audiences.

### Reporting

- Administer and record new clients' responses to the "24-hour diet recall" and "food and physical activity" questionnaires to assess dietary behaviors and needs.
- Submit accurate and timely records to track program activities and participants' progress on program outcomes.

#### Recruiting and networking

- Be aware of community resources and services that may benefit EFNEP clients.
- Form and maintain relationships with other agencies to recruit clients and expand the program.
- Encourage families with limited resources to enroll in EFNEP through recruiting opportunities like demonstrations, group presentations, individual contacts, and printed materials.

#### Professional development

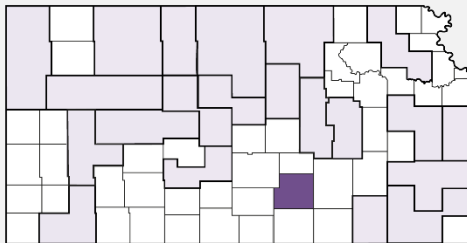
- Participate in regular training, including staff meetings, statewide trainings and events, and approved conferences and workshops to improve nutrition knowledge, teaching practices, cultural awareness, and record keeping skills.

**This appointment is a limited-term position and is contingent upon the continuing availability of funding and the need for these services.**

Term ends June 8, 2024.

#### Location and Worksite Options:

This position will serve the Sedgwick County area. **Primary office location will be in Wichita, KS.** Regular travel to various sites within Sedgwick County is required, along with occasional overnight travel for trainings (approximately 3-4 times per year).



This position is required to be performed **on-site**. Work is performed on employer premises or designated assignment locations.

#### Why Join Us:

The Expanded Food and Nutrition Education Program is a nutrition education program provided at no cost to Kansas families and caregivers of young children with limited resources. EFNEP uses education to support participants' efforts toward self-sufficiency, nutritional health and well-being. The U.S. Department of Agriculture (USDA) and National Institute of Food and Agriculture (NIFA) administers EFNEP through land-grant universities' cooperative extension programs. For more information, visit the [USDA's EFNEP website](#).

**This position is benefits eligible:** health insurance, life insurance, retirement plans, tuition assistance program, paid time off-vacation, sick and holidays. To learn more visit: [www.k-state.edu/hcs/benefits](http://www.k-state.edu/hcs/benefits).

**We Support Diversity and Inclusion:** Kansas State University embraces diversity and inclusion. The university actively seeks individuals who foster a collegial environment and cooperative interactions with coworkers, students, and others. The University is dedicated to promoting the [Principles of Community](#).

**What You'll Need to Succeed:**

**Minimum Requirements:**

- High school diploma (or equivalent).

**Preferred Qualifications:**

- Outstanding interpersonal skills.
- Strong verbal and written communication skills.
- Ability to plan and prepare nutritious family meals.
- Demonstrated ability to work with low-income populations.
- Knowledge of basic principles of food preparation, nutrition, and food safety.
- Strong time management skills and the ability to work independently with minimal supervision.
- Computer skills, including typing, website navigation, email use, video calling, and familiarity with the Microsoft Office suite.
- Ability to communicate effectively with both English and Spanish-speaking learners.
- Experience inputting data and keeping records and reports.
- Education or related experience in human nutrition, family and consumer sciences, or a closely related field.

**Other Requirements:**

- *Applicants must be currently authorized to work in the United States at the time of employment.*
- Valid driver's license, reliable transportation and proof of vehicle insurance.

**How to Apply:** Apply online on the [K-State Careers website](#) or visit [ksre.ksu.edu/about/careers](https://ksre.ksu.edu/about/careers).

You will be asked to submit the following:

1. A cover letter, explaining why you are a strong candidate for this position.
2. A resume, showing your past work and educational experience.
3. The contact information for three professional references.

**Screening of Applications Begins:** Screening will begin immediately and continue until the position is filled. For more information, please contact Amy Draut at [amydraut@ksu.edu](mailto:amydraut@ksu.edu).

**Anticipated Hiring Salary Range:** \$15.00 – \$18.00/hour

**Equal Employment Opportunity:** Kansas State University is an Equal Opportunity Employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees.

**Background  
Screening  
Statement:**

In connection with your application for employment, Kansas State University will procure a Background Screen on you as part of the process of considering your candidacy as an employee.

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