School of Agriculture, Fisheries and Human Sciences
Cooperative Extension Program

Extension Program Aide (Extension Nutrition Educator) FF-NEWS

Qualifications: A high school diploma with course work in family and consumer sciences or related areas preferred. Must have competencies in the following areas: food preparation, nutrition, diet and health. The successful candidate must have good workforce ethics and be able to plan, organize, conduct and evaluate educational programs (using the skills above) with adult and youth audiences. Computer skills desirable. The Extension Program Aide (Extension Nutrition Educator) FF-NEWS works under the immediate supervision of the Associate Extension Administrator.

Duties and Responsibilities: Teaches nutrition education to food SNAP recipients (formerly food stamp program), coordinates nutrition education program within the assigned cluster of counties; develops strategies for identifying and involving target audience; maintains client participation data, and prepares appropriate reports and documents required to effectively evaluate program outcomes in the assigned cluster.

Knowledge, Skills and Abilities: Ability to learn subject matter, speak and write clearly, work with and motivate others, follow oral and written instructions, accept supervision, maintain confidentiality, and relate to clientele. Travel is required within assigned area(s). The successful applicant must have transportation for use on the job, a current driver’s license and liability insurance in effect.

Position Location/Territory: Cross and Woodruff Counties (Must reside in Woodruff County).

Salary: Commensurate with education and experience

Fringe Benefits: Group health, dental, life and disability insurance; retirement; social security; worker’s compensation; paid holidays, sick and vacation leave, tuition discount for employees, spouse and dependent children.

Interested candidates must submit a University of Arkansas at Pine Bluff application (www.uapb.edu), transcripts and a resume with the name, address and phone number of three references to:

Dr. Irene K. Lee
Associate Extension Administrator
University of Arkansas at Pine Bluff
1200 North University Drive, Mail Slot 4966
Pine Bluff, AR 71601
(870) 575-7216

DEADLINE FOR APPLICATIONS: September 11, 2015
Filing deadline may be extended without notice.

UAPB is an Equal Employment/Affirmative Action Employer and full participation by Women and Minority Groups is encouraged.

E-Verify Employer