



Institute, West Virginia

Job Title: EFNEP Youth Program Assistant

Department/Office: WVSU Extension Service

Reports to: Program Leader Director for Family and Consumer Sciences (FCS)

FLSA Status: Non-Exempt

Job Summary

The EFNEP Youth Program Assistant will serve as the Expanded Food and Nutrition Education Program (EFNEP) for West Virginia State University Extension Service. The EFNEP Youth Program Assistant will primarily be responsible for the delivery of established EFNEP public education programming to improve healthy food and lifestyle choices for EFNEP program participants. Program participants will include limited resource youth. This program includes presenting a series of lessons on topics such as general nutrition, food preparation, food safety, and food budgeting. Nutrition education will take place at various community sites throughout selected West Virginia counties.

Working with the EFNEP team, the EFNEP Youth Program Assistant will deliver USDA approved nutrition and healthy lifestyle curriculum to resource limited youth, collect data and enter into the WebNEERS reporting system. The position will address issues of obesity, nutrition deficiency and food insecurity, among others. This is a full-time benefits eligible position employed with the West Virginia State University Research and Development Corporation.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific Duties and Responsibilities:

- Recruit participants including limited resource youth under the age of 19.
- Use research-based USDA approved educational curriculum and materials to instruct youth and adult participants in-person/or virtually.
- Collect and manage participant data, while maintaining confidentiality and to enter the data into the EFNEP WebNEERS online system.
- Preparing recipes and where necessary instruct youth and adults through health food cooking demonstrations.
- Participate in on-going education and staff meetings.

Required and Desired Skills and Traits

- Ability to follow curriculums, keep written logs of activities, complete reports and organize materials.

- Ability to communicate clearly (speak, read and write proficiently) in English and to work with youth audiences.
- Ability to present effective educational lessons to target audiences virtually and face to face and work with diverse.
- Ability to work independently and cooperatively as part of a team.
- Demonstrated ability to utilize computer technologies for educational and communication purposes (i.e. internet, Microsoft office suite, etc.) and web conferencing software such as Zoom or Microsoft teams.
- Experience with low resource audiences and working cooperatively with support systems, networks, and agency programs available for low-income youth/limited resource audience.

Work Environment

- This job operates in a professional office environment and more often in community facilities including schools, community centers or other places of gathering. The noise level in the work environment is usually moderate. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- The employee must be willing to work necessary hours to fulfill job responsibilities. Hours worked will not exceed 37.5 per week. This position may require daily travel to multiple work sites in West Virginia counties. Should be willing to travel to required trainings outside of county.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

- While performing this job, the employee is regularly required to sit; reach with hands and arms; climb or balance and stoop, kneel, crouch or crawl.
- Must be able to lift, carry, and or otherwise move instructional materials weighting up to 50 lbs. from vehicle to work site and from work to vehicle.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Type and Expected Hours of Work

Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. Summer schedule is Monday through Friday, 8 a.m. to 4 p.m. However, due to the nature of the job performed, flexible hours, including evenings, weekends and occasional overnights, may be required.

Required Education and Experience

- A high school diploma/ GED with knowledge of health promotion or closely related field.
- Knowledge or teaching experience related to nutrition, food safety, food resource management and physical activity in communities.

- Experience in youth education or other relevant work experience.
- Familiarity with the Appalachian region and ability to use local resources.
- Familiarity with purchasing and preparing foods.
- Ability to plan and organize personal work responsibilities according to priorities developed with the immediate supervisor.
- Experience working with resource limited audience.
- Ability and willingness to maintain cultural sensitivity.
- Good judgement and problem solving skills.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Certificates and Licenses required

A West Virginia's valid driver's license and the ability to meet travel requirements associated with this position.

Work Authorization/Security Clearance

This position is designated as security-sensitive. Before an offer of employment is made, a pre-employment background investigation will be completed, which may include a criminal background check, educational, DMV and prior employment.

Closing date: This position will remain open until filled. However, first consideration will be given to applicants who reply by October 15, 2024.

To Apply

Preferred: Information accepted as emailed in a Microsoft Word or PDF format to rdemployment@wvstateu.edu. Qualified candidates may submit a cover letter, resume, unofficial transcript and contact information for three professional references (name, title, address, phone number, and email address).

ATTN: Search Committee for EFNEP Extension Associate
West Virginia State University Research and Development Corporation
PO Box 1000
201 ACEOP Admin. Bldg.
Institute, WV 25112

AAP/EEO Statement

West Virginia State University is an equal opportunity affirmative action institution. No person shall be denied admission to educational program, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. Upon request, reasonable accommodations will be made to provide this content into an alternate accessible format. Please contact Carla Boggess at (304) 766-4278 or sayreca@wvstateu.edu.

Concerns and complaints related to bias or equal opportunity in education and in employment based on aspects of diversity protected under federal, state, and local law, or arising under Title IX should be directed to: Carolyn Stuart, EEO Officer, at (304) 204-4018.

Women, minorities, people with disabilities and veterans are encouraged to apply.