



INTERNAL JOB POSTING ONLY

Job Title: Extension Educator for Family and Consumer Science (Western/ Northern Region)

Department: WVSU Extension Service

Reports to: Program Leader, Family and Consumer Science (FCS)

FLSA Status: Exempt

Job Summary:

The Extension Educator for Family and Consumer Science at West Virginia State University (WVSU) is responsible for coordinating, and implementing educational programs related to health literacy, nutritional education, cardiovascular awareness and wellness. The position is employed by West Virginia State University Research & Development Corporation and will serve the following counties Cabell, Putnam, Kanawha, Wayne, Lincoln, Boone, Logan, Mingo.

Working in collaboration with the Family and Consumer Science Program Leader, the Extension Educator will design, implement, and evaluate educational programs and develop curricula related to nutrition and health; vaccination/immunization; and wellness. The FCS Extension Educator will promote health literacy in the areas of active lifestyle, nutrition, and diabetes intervention. Also, the FCS Extension Educator will assist WVSU Extension personnel in identifying the most efficient and effective means to deliver timely, researched-based information and programing to our diverse clientele.

Duties and Responsibilities include the following. Other duties may be assigned.

Program Development, Implementation, and Evaluation

Curriculum Development

Provide Technical Assistance

Description of Duties:

Educational Program Development, Implementation, and Evaluation

- Plan, develop, implement, and evaluate educational programs related to nutrition and health; vaccinations/immunizations; and wellness.
- Train program participants and volunteers in a nonformal environment.
- Collaborate with FCS Program Leader, specialists, other educators, and stakeholders to ensure the program is meeting the needs of the targeted audience.
- Assist the Communication Department with marketing the FCS program to the targeted audience and other stakeholders.
- Recruit participants to participate in FCS programs.
- Collect and analyze relevant data to improve program outcomes.

Curriculum Development

- Review curricula to determine effectiveness for the targeted audience.
- Select appropriate curricula to train the targeted audience and volunteers.

Technical Assistance

- Provide technical assistance to community partners.
- Represent WVSU Extension Service on relevant community boards and communities.

Other Responsibilities as Assigned

Supervisory Responsibilities

This position may at times supervise volunteers, associate interns and is responsible for delivery of assigned curriculums and data recording of program initiatives with community stakeholders.

Qualifications

The candidate must have effective oral and written communication skills, a sense of vision and creativity, in health research principles. Presentation experience, the ability and willingness to work collaboratively. A desire to build community based relationships based on health education with local stakeholders and maintaining educational relationships with the programs target population.

Education and/or Experience

A Bachelor's degree (B.S.) is required in the fields of human ecology, nutrition, health science, dietetics, health promotion, exercise physiology, kinesiology or a closely related field. is required. The successful candidate will have strong written and oral communication skills and experience delivering presentations, while working with diverse clientele and organizations.

Other Qualifications

Must be able to work independently and organize sight locations or community meetings. Attend other work-related events and activities and travel to attend state, regional and national meetings related to health literacy and diabetes prevention awareness as appropriate.

Certificates and Licenses Required

Valid WV driver's license required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee is frequently required to stand and walk. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations with appropriate documentation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

To Apply:

PREFERRED: Information accepted as e-mailed in Word or PDF format to rdemployment@wvstateu.edu. Qualified candidates may submit a cover letter, résumé,

unofficial transcript and three professional references (name, title, address, phone number, and e-mail address).

Closing Date: This position will remain open until filled. However, first consideration will be given to applicants who reply by **May 30, 2025**.

Hard copy applications may be sent to:

West Virginia State University Research and Development Corporation,
ATTN: Search Committee for: Extension Educator for Family and Consumer Science
PO Box 1000, 204 Byers Administration Building
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 programs, 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.

West Virginia State University is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities. To request disability accommodation contact: Michael Casey or email: ada@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: carloyn.stuart@wvstateu.edu

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