



University of California, Cooperative Extension Division of  
Agriculture & Natural Resources  
North Coast & Mountain Region



## Employment Opportunity

Position: **Nutrition Educator, UC CalFresh, PR II**  
Closing Date: **July 5, 2012**  
Salary: **\$2889 - 3911/month + benefits**

**Essential Functions:** Under the general supervision of the County Director in conjunction with the Nutrition, Family, and Consumer Sciences Advisor and the UC-CalFresh Supervisor, the PR II will be responsible for the planning, coordination, and reporting of program implementation focusing on delivery of food and nutrition education to low-income youth and adults. This includes recruitment, enrollment, training, guiding, and supporting nutrition education extenders with information and resources, evaluating program implementation, collecting documentation, and writing reports in compliance with USDA guidelines. The PR II will also coordinate efforts with other nutrition and physical activity programs in Shasta/Trinity Counties, build and maintain an informal coalition of partners, tailor special nutrition education projects, develop news releases and news articles, and maintain subject matter competence. There are currently two positions available

Responsibilities include recruiting and training nutrition education extenders on nutrition, physical activity and gardening using UC CalFresh approved curricula. Organize, develop and implement teacher-training classes, prepare announcements, instructional materials, visuals, newsletters and brochures. Collect, compile and enter enrollment performance and evaluation data from nutrition education extenders to measure program delivery and effectiveness. Collect, compile and submit required documentation of extenders cost share hours. Assist with other tasks as needed by the program.

**Employment Standards:**

**Knowledge of:** Nutrition Education principles and programs. Child and family issues and community outreach.

**Ability to:** Communicate in both written and verbal form; formulate an effective program; give presentations; organize activities; form cooperative relationships with staff, other agencies and parents. Organize and problem solve to develop course of action, keep a schedule, monitor project plans, and review and analyze results.

**Experience:** Experience or coursework in youth/adult nutrition, or related field. Experience teaching and working with a diverse youth, adult, and volunteer audience, developing and conducting outreach and training programs for low-income families, general budget/accounting and marketing knowledge. Experience using Microsoft Office, internet, database, email, and calendaring. Understanding and experience in guidelines and goals of USDA and State CalFresh preferred.

**Education:** Any combination of education and experience, knowledge and abilities essential for the successful performance of the duties assigned to the position. Familiarity with communities in Shasta/Trinity Counties, especially with schools and agencies serving CalFresh recipients.

**License:** Must have ability and means to travel locally on a flexible schedule. Proof of Liability and Property Damage Insurance on vehicle to be used is necessary. Applicant selected must undergo fingerprinting/background check through the State Department of Justice and FBI prior to the first day of work.

Apply online only <http://jobs.ucop.edu> Requisition #20120295

UCCE Shasta/Trinity Counties  
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AA/EOE Employer