

## EFNEP Nutrition Assistant, Southwest Kansas

EFNEP is a nutrition education program provided at no cost to families, pregnant women and caregivers who are eligible to receive food assistance. Nutrition assistants provide tailored health and nutrition education to enrolled families and youth.



**Apply online**

[K-State Careers #520617](#)



**Office location**

Garden City, KS



**Starting pay**

\$15.25–18.50/hour



**Part-time**

8 or 12 hours/week  
(flexible)

### About Us

The **Expanded Food and Nutrition Education Program (EFNEP)** 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 about Kansas EFNEP go to [k-state.edu/extension-nutrition-program](http://k-state.edu/extension-nutrition-program).

**K-State Research and Extension** is a short name for the Kansas State University Agricultural Experiment Station and Cooperative Extension Service. Our system is designed to generate and distribute useful knowledge for the well-being of Kansans. We are a partnership between Kansas State University and federal, state, and county governments. We have extension offices in every Kansas county. Learn more at [ksre.k-state.edu](http://ksre.k-state.edu).

### Location and Worksite Options

This position will serve communities in Southwest Kansas. **The primary office is in Garden City, KS.**

This position is **on-site** and will require regular travel to various sites within Southwest Kansas. It will also involve overnight travel for trainings (approximately 2-3 times per year).

### About This Role

The Extension Nutrition Program, within K-State Extension, is hiring **two part-time Nutrition Assistants to serve Southwest Kansas**. These positions report to the Southwest Kansas EFNEP extension agent.

Nutrition assistants provide health education to pregnant women and families with young children who have limited financial resources. They support the goals of the Expanded Food and Nutrition Education Program (EFNEP): to promote healthy lives through hands-on, relationship-driven education.

This position requires strong social skills to effectively recruit and retain program participants and develop collaborative partnerships with community agencies.

## Key Responsibilities:

### Planning and preparation

- Work with colleagues and community partners and to plan curriculum-based health education events and activities.
- Prepare for events (for example: buying and preparing food for a cooking demonstration).
- Manage time and resources appropriately.

### Reporting

- Collect and record clients' responses to health questionnaires to assess needs and behaviors.
- Submit accurate and timely records to track program activities and participants' progress on program outcomes.

### Teaching

- Teach clients (in groups and individual meetings) about topics like food preparation, food safety, food resource management, nutrition, and physical activity.
- Solve problems and adapt to new situations that arise while working with clients.
- Communicate and interact appropriately with clients from all backgrounds.

### Professional development

- Attend training events, meetings and conferences to improve health and nutrition knowledge, teaching practices and record keeping skills.

### Recruiting and networking

- Be aware of community resources and services that may benefit EFNEP clients.
- Build relationships with other agencies to recruit clients and expand the program.
- Encourage eligible families to enroll in EFNEP. Recruiting opportunities will include demonstrations, group presentations, individual contacts, and printed materials.

**These are part-time positions and are non-benefits eligible.** The selected candidates will work an average of either 8 or 12 hours/week (this will be negotiated at interviews). They will be expected to work as-needed to fulfil their role; this flexible schedule means that weekly time-worked may range from 0 to 16 hours, depending on programming needs.

**These appointments are temporary positions and are contingent upon the continuing availability of funding and the need for these services.**

# 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 meals.
- Experience working with a variety of audiences, including limited-resource families.
- 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.
- Bilingual / 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.

## Additional licenses:

- Valid driver's license, proof of vehicle insurance and reliable transportation.

## Sponsorship eligibility:

- Candidates must be legally authorized to work in the U.S. on an ongoing basis without sponsorship.

# How to Apply

Apply online for [K-State Careers #520617](#).

You will be asked to submit the following:

- Contact information for **three professional references**.
- A **resume** detailing your education, employment history, and relevant experiences.
- A **cover letter** explaining why you are a good candidate for this position.
  - On your cover letter, you can write about your experience with:
    - children and feeding children,
    - meal planning,
    - managing your food budget,
    - food preparation (and what you like to cook),
    - food safety,
    - and making healthy choices.

## Application deadline:

Screening will begin immediately and continue until both positions are filled.

## Pay rate

**Anticipated hiring range:** \$15.25 – \$18.50 per hour.

## Contact us

To learn more about:

- This role, contact Bertha Mendoza at [bmendoza@ksu.edu](mailto:bmendoza@ksu.edu).
- The application process, contact the Extension Operations team at [ksrejobs@ksu.edu](mailto:ksrejobs@ksu.edu).
- Career opportunities with K-State Extension and the Extension Nutrition Program, visit [ksre.k-state.edu/about/careers](https://ksre.k-state.edu/about/careers).

---

## K-State Employment Policies

### We value our employees:

Kansas State University offers a supportive and inclusive community, dedicated to your professional growth.

While specific benefits may vary by position, many roles come with comprehensive packages that support your well-being and work-life balance, including health and life insurance, retirement plans, and generous paid time off. To learn more about benefits that are available for various positions, visit our [benefits overview page](#).

### Work Authorization:

Applicants must be currently authorized to work in the United States at the time of employment.

### Equal Employment Opportunity:

Kansas State University is an Equal Opportunity Employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, disability or status as a protected veteran.

### Background screening statement:

Upon acceptance of a contingent offer of employment, a candidate may be subject to a background check per

[K-State's background check policy](#).

---