



About This Role:

The Extension Nutrition Program, within K-State Research and Extension, is currently seeking a **part-time Extension Nutrition Assistant**. The Extension Nutrition Assistant serves to meet the Kansas Supplemental Nutrition Assistance Program Education (SNAP-Ed) mission of empowering low-income Kansans using evidence-based strategies to achieve healthy lives and reduce health disparities. Specific strategies include direct education in various settings, community based projects to address policy, system or environmental changes and public health approaches to help children, families and adults improve dietary quality and food resource management skills and increase physical activity. The Extension Nutrition Assistant reports to the Cowley County Family and Consumer Sciences Extension Agent.

Duties include, but are not limited to:

- Collaborating with County Extension Agent(s) to assess the nutrition and health needs of low-income residents.
- Coordinate, prepare, and deliver curriculum-based nutrition education programming to limited resource groups and individuals of various ages in settings such as: Housing Authorities, Food Banks, Schools, etc.
- Develop partnerships and contacts with local service agencies, school districts and other community organizations.
- Serve as the local SNAP-Ed program and K-State Research & Extension representative for Cowley County.
- Participate in local community coalitions to promote, implement and support initiatives for Policy, System, and Environmental changes related to SNAP-Ed goals and objectives.
- Gather data and compile county SNAP-Ed reports and records for submission to the state SNAP-Ed office on a monthly, quarterly and annual basis.

This position will serve the Cowley County area. The **primary office location will be in Winfield, KS**. Regular travel to various sites within Cowley County is required, along with occasional overnight travel for trainings (approximately 3-4 times per year).

This is a **part-time** position that is **benefits eligible**. The selected candidate will be expected to work approximately **20 hours per week**.

Why Join Us:

The Supplemental Nutrition Assistance Program Education (SNAP-Ed) is a nutrition education program provided at no cost to Kansas families with limited resources. Our goal is to provide nutrition education to individuals and families who receive food assistance or who are eligible to receive food assistance. In addition, we promote, implement and support initiatives for Policy, System and Environmental changes to improve dietary quality, prevent obesity and increase physical activity.

SNAP-Ed is sponsored by the USDA through a contract with the Kansas Department for Children and Families (DCF) and implemented by Kansas State Research and Extension (KSRE). Programming takes place in 75+ counties through the efforts of County Extension Agents, Nutrition Educators and Nutrition Assistants.

For more information, visit ksu.edu/ks-snaped.

We Support Diversity and Inclusion:

Kansas State University embraces diversity and inclusion. The university actively seeks individuals who foster a collegial environment and cooperative interactions with coworkers, students, and others. The University is dedicated to promoting the [Principles of Community](#).

What You'll Need to Succeed:

Minimum Requirements:

- Associate's Degree

Preferred Qualifications:

- Bachelor's Degree
- Education and/or related experience in Human Nutrition, Family and Consumer Sciences, or closely related field
- Demonstrated ability to work with economically disadvantaged populations
- Strong interpersonal skills
- Strong verbal and written communication skills
- Knowledge of basic principles of food preparation, nutrition and food safety
- Ability to plan and prepare nutritious family meals
- Experience inputting data and keeping records and reports as required by Federal program guidelines
- Bilingual

Other Requirements:

- *Applicants must be currently authorized to work in the United States at the time of employment*
- Valid driver's license, reliable transportation and proof of vehicle insurance

How to Apply:

Please submit the following documents:

1. Cover letter
2. Resume
3. Contact information for three professional references

to the K-State Career's page for [Job #512085](#).

Screening of Applications Begins: Screening will begin immediately and continue until the position is filled.
For more information, please contact Becky Reid at bkreid@ksu.edu.

Anticipated Hiring Salary Range: \$11.56 - \$14.00/hour

Equal Employment Opportunity: Kansas State University is an Equal Opportunity Employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees.

Background Screening Statement: In connection with your application for employment, Kansas State University will procure a Background Screen on you as part of the process of considering your candidacy as an employee.

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