

# Chisholm Trail District Nutrition, Food Safety and Health Extension Agent



Lead dynamic food, health, wellness, and nutrition extension programs in Chisholm Trail District.

Apply online using our [application site](#). For more information visit [ksre.ksu.edu/jobs](https://ksre.ksu.edu/jobs).

## POSITION DESCRIPTION AND RESPONSIBILITIES

Extension agents are professional educators who serve as a link between Kansas State University and communities across Kansas. Agents are jointly responsible to the Director of K-State Research and Extension (represented by a designated administrator) and the local extension board.

- Lead the development, implementation, and evaluation of research-based educational programming related to nutrition, food safety, and health. Program topics may include but are not limited to: nutrition through the life cycle; supplemental nutrition education; food security; consumer and food handler food safety; local food systems; mental health awareness; physical activity promotion; and chronic disease prevention.
- Supervise a team of two Supplemental Nutrition Assistance Program (SNAP-Ed) nutrition educators.
- Share responsibility for 4-H youth development programming related to health and wellness.
- Share responsibility for community vitality programming that helps our communities become better places to live, work, and play. Programming will strengthen social, civic, economic, and technological capacity of communities through leadership development and civic engagement.
- Successful extension programs require agents to:
  - Identify local needs and emerging issues related to K-State Research and Extension's five Grand Challenges (water and natural resources; community vitality; health; developing tomorrow's leaders; and global food systems) by engaging with program development committees and other community organizations and professionals.
  - Design appropriate educational strategies to engage clientele. Strategies might include educational programming in a community-based setting; events and activities that provide experiential learning opportunities; use of innovative technologies; individual educational consultations; and group facilitation.
  - Develop and implement strategies to serve diverse audiences and to ensure K-State Research and Extension is an equal opportunity provider of educational programming.
  - Collect and communicate evidence of educational program impact.
  - Cultivate expertise in a subject matter competency area by engaging as a member of the Nutrition, Food Safety and Health Program Focus Team.
- Pursue internal and external funding to support educational programming.
- Serve as a member of the Chisholm Trail District team cooperating in the planning and delivery of district-wide programming and related events.

### TITLE:

Extension Agent

### PRIMARY AREA OF RESPONSIBILITY:

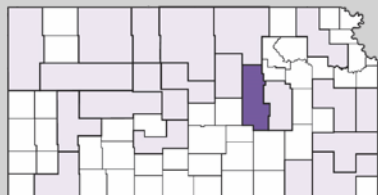
Nutrition, Food Safety, and Health programming

### APPLICATION DEADLINE:

Thursday, February 16, 2023  
Interviews held on March 6, 2023

### LOCATION:

Offices in Abilene and Marion, KS;  
primary office location is negotiable.



Chisholm Trail Extension District is comprised of Dickinson and Marion Counties in central Kansas. The district is centrally located between Manhattan, Salina, and Wichita and is located on the edge of the scenic Flint Hills. The current district staff consists of six extension agents and five support staff, and serves a population of approximately 30,000 with ten school districts. We are searching for an ambitious, progressive team member to deliver exciting, state of the art community nutrition and wellness outreach programs. We invite you to make a difference with us!

## MINIMUM QUALIFICATIONS

- Bachelor's degree.
- Academic coursework, professional development, or prior employment related to the position responsibilities.
- Evidence of strong academic and/or professional performance as documented by college transcripts or documented success in increasingly responsible professional positions.
- Ability to communicate effectively, both orally and in writing, with individuals, groups and through mass media.
- Familiarity with various ethnic and socio-economic audiences; an interest in working with people from diverse backgrounds; and a commitment to supporting and enhancing K-State Research and Extension's initiative for diversity, equity, and inclusion.
- Ability to work a flexible schedule which will include some nights, weekends, and overnight travel.

## OTHER QUALIFICATIONS

- **Applicants must be currently authorized to work in the United States at the time of employment.**
- Access to a personal vehicle and the ability to obtain/maintain a valid driver's license.

## PREFERRED QUALIFICATIONS

- Master's Degree.
- Registered dietician, licensed nutritionist, or related certification.
- Commitment to personal and professional development.
- Competence using electronic communication and computer applications to fulfill programming responsibilities.
- Self-motivation and ability to work with minimal supervision while balancing multiple projects.
- Understanding of educational program design, promotion, implementation, and evaluation.
- Experience with volunteer recruitment, support, and management.
- Skills in group facilitation.
- Knowledge of adult and youth teaching/learning processes.
- Experience seeking and administering external grant funding.
- Ability to communicate effectively with both English and Spanish-speaking learners.

### SALARY, BENEFITS, AND PROFESSIONAL DEVELOPMENT:

- Salary commensurate with professional experience and available funding as negotiated by the regional extension director, the local extension board, and the applicant. The base starting salary is \$43,000 for a bachelor's degree with no professional experience and \$47,000 for a master's degree with no professional experience.
- Extension agents are Kansas State University educators and have the Board of Regents retirement plan, eligibility for health and life insurance, and earn vacation and sick leave. See a [complete list of benefits](#).
- Reimbursement for travel related to achieving program objectives.
- New agents will be provided with comprehensive Early Career Professional Development training throughout their onboarding period. This series will include virtual and in-person training and networking opportunities.
- Tuition assistance is available to full-time employees and their spouse/dependents.

### LEARN MORE ABOUT WORKING WITH K-STATE RESEARCH AND EXTENSION:

- Visit the [K-State Research and Extension](#) website.
- Contact Jennifer Wilson, Leader of Extension Operations via email ([jrwilson@ksu.edu](mailto:jrwilson@ksu.edu)) or phone ([785-532-5790](tel:785-532-5790)) with questions about this position.

### 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:

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.