

## **EFNEP Educator Job Description**

### Purpose of Position:

The purpose of the Expanded Food and Nutrition Education Program (EFNEP) is to teach limited income families how to get the best nutrition at the lowest food cost.

### Relationships and Responsibilities:

The person in this position is a local representative of Colorado State University and works under the supervision of the designated local EFNEP Supervisor and in coordination with the state EFNEP Coordinator. EFNEP Educators have the following responsibilities:

- market EFNEP to limited income families and agencies/organizations working with this population,
- recruit people to participate in the EFNEP educational program,
- teach limited resource audiences practical nutrition, food safety, physical activity and food budgeting using the assigned curriculum and materials,
- collect required data on program participants, review to ensure the information is complete and accurate, and forward data on schedule to the state office,
- collaborate with agencies that provide services to the target audience in order to recruit EFNEP participants and deliver programs,
- refer participants to federal food assistance programs they are eligible for, but not participating in,
- ensure that program audience reflects the diversity of the county's population,
- report activities to local supervisor,
- travel using personal car to deliver program locally and to attend trainings
- attend and participate in EFNEP trainings (some require overnight stays), and incorporate learned information in program delivery,
- recruit, train and work with EFNEP volunteers,
- work as a team member with other Extension personnel,
- work independently with minimal supervision,
- respond to opportunities to report impacts of EFNEP program to appropriate stakeholders and the public,
- respond to opportunities to work with local advisory board/s as requested by supervisor,
- other duties as assigned.

Required training, experience, or skills

(as evidenced by previous work and /or personal experience, application materials and references)

1. High school graduation or G.E.D.
2. Understanding and appreciation of people on low incomes and of ethnic minorities, and ability to relate to them in a respectful and sensitive manner.
3. Ability to follow directions for collecting required data and submitting accurate forms on schedule.
4. Ability to communicate (oral, written and listening skills) in English.
5. Ability to assume responsibility and work independently in an organized and trustworthy manner.
6. Skill in working with people as a team member.
7. Evidence of being a self-starter, with drive and initiative.
8. Must have or be able to obtain a valid Colorado driver's license, have access to a vehicle for work (mileage will be reimbursed), and have minimum vehicle liability insurance.

Desirable training, experience, or skills:

1. Personal experience with federal food assistance programs (WIC, SNAP, Commodity Foods, National School Breakfast and Lunch Programs). Indigenous to the population to be served.
2. Experience in recruiting and working with volunteers.
3. Bilingual: English and the language of the target audience (in most cases Spanish).
4. Experience, knowledge and familiarity with Extension and/or the land grant university system.

Salary:

- Salary determined by Colorado State University Human Resources office, State Classified system.
- Salary and position are contingent upon continued federal funding.

Benefits:

- Benefits determined by Colorado State University Human Resources office, State Classified system.
- Personal transportation is required; work-related mileage will be reimbursed.