



Nutrition Program Associate

Nutrition, Health & Families
Position Description

MU TITLE:	Educational Program Associate III	PS#: 00023654
LOCATION:	Jefferson County – St. Louis, Missouri	Job Code: 4655
PAY GRADE:	GG5 007	FLSA: Non-exempt

The University of Missouri (MU) Office of Extension and Engagement's distinct land-grant mission is to improve lives, communities, and economies by producing relevant, reliable, and responsive educational strategies throughout Missouri. Our dedicated and knowledgeable faculty and staff collaborate with researchers and community leaders to develop and deliver programs that address the needs of Missourians including: educational attainment; environmental concerns; community, economic, business and workforce development; global food systems; and health systems. For more information about MU Extension and Engagement, please visit <https://extension.missouri.edu>.

Nutrition, Health & Families Extension programs promote optimal well-being of individuals, families, and communities, with special recognition for the needs of vulnerable populations.

This position will teach basic nutrition, food safety, and physical activity concepts to low-income Missourians. Can also provide training for day care providers, Head Start teachers and present at conferences for low-income school districts. Is able to co-teach programs with a Regional Specialist to audiences that qualify as low income according to program guidance, as requested.

ESSENTIAL DUTIES

- Provide educational programs to youth and adults. This will be at least 60% of the position.
- Utilize approved curricula.
- Be able to select appropriate activities for specific audience from the approved curriculum.
- Work closely with community agencies who serve limited resource audiences to develop educational opportunities as well as implement policy, systems and environmental (PSE) initiatives alongside of regional Extension specialists.
- Serve on local school wellness committees, as needed.
- Submit reporting and evaluation, as needed, in a timely fashion.
- Assist eligible individuals in completing SNAP applications.
- Other duties as assigned.

Conduct all activities in accordance with the Civil Rights Acts, Title IX, Rehabilitation, Americans with Disabilities Act and local, state and region affirmative action plans. Other duties and responsibilities will be expected to support the mission and purpose of MU Extension.

As with all positions, involvement with other duties and responsibilities may be expected in order to support the mission and purpose of MU Extension.

LEADERSHIP RECEIVED AND EXERCISED

Administrative supervision is received from the FNEP Associate Director. No supervision is exercised.

SUPERVISION EXERCISED

- May assist with on-boarding new Program Associates, including job shadowing
- Allocates work and provides subject matter guidance to other team members

MINIMUM QUALIFICATIONS

An associate degree or an equivalent combination of education and experience and at least 6 months of experience from which comparable knowledge and skills can be acquired is necessary.

CANDIDATES WILL BE EVALUATED ON

Associate Degree or sixty (60) hours college credit, with an emphasis in Nutrition, Education, Human Development, Social Work, Consumer & Family Sciences, Public Health, or Communication at time of appointment.

Relevant work experience in Nutrition, Education, Human Development, Social Work, Consumer & Family Sciences, Public Health, or Communication can be substituted at a rate of one (1) year experience is equivalent to five (5) college credits—up to a maximum of ten (10) years. An additional nine (9)-ten (10) college credits will be required.

Ability to travel and to work flexible hours including evenings and weekends is required to fulfill assigned responsibilities.

MU is fully committed to achieving the goal of a diverse and inclusive academic community of faculty, staff, and students. We seek individuals who are committed to this goal and our core campus values of respect, responsibility, discovery, and excellence.

CORE ATTRIBUTES FOR MU EXTENSION FACULTY AND STAFF

Exhibit a high personal standard of excellence, be an effective team player, and demonstrate inclusivity, civility, and respect for all.

Engage stakeholders and learners, maintain positive interpersonal relationships, and exhibit effective written and oral communication skills.

Operate with minimal guidance and be a self-directed learner who is flexible and adaptable to changing environments.

UNIVERSITY INFORMATION

The University of Missouri, also known as Mizzou and MU, is the Flagship University of the four-campus University of Missouri system. It is the state's land-grant university and one of the most comprehensive universities in the United States. MU's broad undergraduate programs and its' graduate, professional and research programs attract annual enrollment of more than 30,000 students. MU is centrally located in Columbia, MO, which is consistently ranked as one of America's most livable cities. MU Extension programs are located on all four campuses and in 114 counties and St. Louis city.

An Equal Opportunity/Access/Affirmative Action/Pro Disabled & Veteran Employer