

Office Assistant, EFNEP

Job Responsibilities:

1. Responsible for entering EFNEP participants as well as EFNEP program data in the EFNEP Reporting system (NEERS 5) and submitting it to Ohio EFNEP. (80%).
 - a. Enter in a timely manner adult enrollment form as well as entry and exit data from EFNEP participants.
 - b. Enter data in the NEERS 5 system related to youth groups, staff information, inter-agency collaboration from the OSUE county office. Enter youth EFNEP data into 4-H Annual reporting system.
 - c. Submit the NEERS 5 monthly report and End of the Year report to Ohio EFNEP, using the checklist to ensure completeness and accuracy.
 - d. Run and print Participant Diet Diagnostic Report as requested by Program Assistants.
 - e. Provide information and communicate to EFNEP Supervising educator about the process of data entry.
2. Collaborate with EFNEP Professionals and Paraprofessionals in the process of data entry so as to strive to data accuracy and completeness, as required by the sponsor agency and by OSU Extension. (10%).
 - a. Provide information and communicate to EFNEP Supervising Educators as needed.
 - b. Provide and receive direct feedback from EFNEP Program Assistants.
 - c. Communicate with Ohio EFNEP personnel as required.
 - d. Maintain confidentiality of participants and individual records.
3. Provide clerical and technical support to the Program Assistants and EFNEP Supervising educator as needed for EFNEP. These tasks include copying, helping with mail, answering computer questions, working with agency sites, preparing financial forms/documents to submit for purchases and/or reimbursement (5%).
4. Attend training meetings and staff meetings as required by supervising educator and project director. (5%)
 - a. Implement changes as required by the sponsor agency and by OSU Extension.

This is a grant funded position which is renewable based upon availability of funding.

Qualifications: To successfully complete these tasks, the candidate needs to have computer data entry and e-mail communication skills, as well as ability to work with others.

Immediate supervisor for EFNEP Office Assistant is FCS /EFNEP Supervising Educator/Program Specialist.