

Program Assistant EFNEP Adult Position Description

1. Teach low income individuals in a group setting who are the primary caregivers (parents or grandparents caring for grandchildren) of children from conception to 18 years of age nutrition using the Dietary Guidelines for Americans, food safety, food resource management, and food security. (75%)
 - a. Provide information to participants about Food Stamp Program and other USDA nutrition assistance programs.
2. Maintain accurate and complete records as required by the sponsor agency and by OSU Extension. (10%)
3. Recruit, enroll, and graduate qualified participants. (10%)
 - a. Network with community agencies and organizations that also target low income families with young children.
 - b. Maintain confidentiality of participants and individual records.
4. Attend training meetings and staff meetings as required by supervising agent and project manager. (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: Indigenous to the community; knowledge of the community's infrastructure and culture; abilities to teach, to network with other individuals and agency representatives, to work with others, to recruit participants, and to learn nutrition and nutrition related information as outlined in the project.

Requirements: High school diploma or GED equivalent.

Desirable Requirements: Post high school training or Bachelor's Degree in a Family & Consumer Sciences area or related area; Computer data entry and e-mail communication skills.