

## **CLASSIFICATION: EXTENSION COMMUNITY NUTRITION INSTRUCTOR**

**FLSA: Exempt**

**Non-Union**

### **BASIC FUNCTION**

As part of the MSU Extension Health and Nutrition Institute (HNI), with support from the HNI Supervising & Staff Development Educator, District Director and Institute leadership, the Extension Community Nutrition Instructor is responsible for the delivery of nutrition and physical activity education programs. This position will conduct both in-person and virtual/online, or a combination of both, education programming with eligible youth and adult audiences that also supports growth and understanding of critical issues facing these audiences, as defined by federally funded grant programs, including but not limited to SNAP-Ed (Supplemental Nutrition Assistance Program Education) and/or EFNEP (Expanded Food and Nutrition Education Program). In addition to direct education with participants, this position provides policy, system and environmental (PSE) coaching within community sites, develops and maintains community partnerships for programming opportunities, works to identify and remove barriers from participation, and gathers, reviews and enters data for impact and evaluation efforts.

### **Characteristic Duties/Responsibilities**

- Using specific, approved curriculum this position plans, organizes, and delivers nutrition and physical activity education programs, both in-person and virtually/online, or a combination of both, to eligible audiences in the assigned community(ies) based on needs, interests, demographics and abilities of participants, while also supporting growth and understanding of critical issues facing these audiences.
- In alignment with SNAP-Ed grant guidance and using specific, approved interventions and approaches, provides policy, system and environmental (PSE) coaching within community sites.
- In alignment with EFNEP grant guidance, collaborates and engages with community partners to enhance PSE change efforts through community collaborations.
- Works collaboratively on internal teams to engage in efforts to identify and enhance nutrition education, physical activity education, and PSE materials and delivery strategies.
- Collaborates with the appropriate MSU Extension Institute work team(s).
- Understand the commitment to equal access and opportunity, and to diversity, equity and inclusivity.
- Understand and implement Civil Rights, diversity, equity and inclusion policies and compliance standards.
- Work to identify and remove barriers from participation in MSU Extension programs.
- Operate independently, ensuring program delivery follows established guidelines and prescribed curriculum, and meets the participant/caseload goals established by direct supervisor through annual expectations letter.
- Ensures program promotion, recruitment, delivery and expansion through the development and maintenance of partnerships.
- Engages in active and positive discussions and demonstrations of the programming available to current and prospective clients and partners.
- Responsible for properly collecting and maintaining data files related to programming efforts and results, including accurately entering data directly into appropriate data management system(s) in a timely manner.
- Uses state and work team approved evaluation forms and methods for collecting participant and program outcome information.

- Prepares and submits necessary information and documentation to ensure adherence to MSU Extension administrative policies, procedures and deadlines.
- Provides information and opportunities for learning using technology, mass media, group meetings, workshops and individual contacts, as approved through grant requirements and/or plan of work process.
- Actively participates at community/council meetings and/or, as pre-approved, membership on community/council boards both in-person and virtually.
- As directed, pilot new curricula and/or participate in other program roll-out/testing activities.
- Actively seeks and participates in professional development opportunities to attain and retain appropriate knowledge and skill level in order to maintain and expand proficiency in health/nutrition and delivery skills.
- Promotes and represents MSU Extension in activities, meetings, etc. in a manner that reflects collegial connection with the community, the grantors, the research and knowledge of the University, and the goodwill of MSU Extension.
- Initiate efforts to expand MSU Extension programs to ensure that community needs assessments, program development and recruitment efforts include the engagement of Michigan's diverse residents across race, gender, socioeconomic class, disabilities and other differences.
- Other duties as may be assigned by the appropriate supervisor.

#### **SUPERVISION RECEIVED FROM**

Supervising and Staff Development Educator

#### **WORK ENVIRONMENT**

This position requires driving as a regular part of the position, and carrying educational materials, equipment, etc. up to 25 lbs.

#### **MINIMUM REQUIREMENTS**

- Associates degree, or a combination of education and specific, relevant experience may be considered in lieu of degree.
- Knowledge and at least two years of experience in effective program delivery and health- or nutrition-related subject matter.
- Demonstrated success in program development and delivery to diverse audiences/communities, including, but not limited to, race, color, gender, national origin, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status, veteran status, socioeconomic class, and other differences.
- Proven ability in establishing and working with a diverse network of constituents and community members across race, color, gender, national origin, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status, veteran status, socioeconomic class, and other differences to assist with program development and outreach.
- Understanding of and ability to implement Civil Rights principles and compliance standards.
- Demonstration of community involvement and/or experience building partnerships.
- Effective oral and written communication skills.
- Experience and proven ability working productively with a team serving in both a leadership and contributor role.
- Self-motivated with demonstrated ability to work productively on a team and independently, with minimal supervision, ensuring that program delivery follows prescribed guidelines and meets goals for reaching specific audiences.

- Proficient computer operation skills (e.g., Microsoft Office Suite, including Outlook, Word, Excel, PowerPoint, Teams).
- Ability to lift and carry educational materials, equipment, etc. up to 25 lbs.
- Ability to travel in local and surrounding communities, and occasional long-distance travel are required as a regular part of this position.
- Transportation is the responsibility of the employee.
- Other skills and/or physical abilities required to perform duties of the position.

#### **DESIRED QUALIFICATIONS**

- Experience in managing participants, volunteers, classroom management techniques, or working in a leadership and/or management role.
- Ability to accept, prioritize, and, if appropriate, delegate responsibility.
- Demonstrated drive and initiative.
- Use of Zoom video conferencing technology.

#### **FAIR LABOR STANDARDS ACT DESIGNATION**

This position is exempt as defined under the FLSA.

**DATE:** January 2021

MSU is an affirmative-action, equal-opportunity employer, committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. Michigan State University Extension employment opportunities are open to eligible/qualified persons without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status. MSU is committed to achieving excellence through cultural diversity. Persons with disabilities have the right to request and receive reasonable accommodations.

The university actively encourages applications and/or nominations of women, persons of color, veterans and persons with disabilities.