**Temporary Nutrition Education Assistant**
OSU Extension Service, Columbia County
20 hours per week (.5 FTE)  
Job Location: Office located in St. Helens, OR.  
Program delivery in North Columbia County (Clatskanie and Rainier, Oregon)  
Pay: $12.33/hr

**Position Summary:**
This recruitment will be used to hire one part-time .50 FTE temporary Nutrition Education Assistant within the Columbia County OSU Extension Service. The majority of this position is located in North Columbia County (Clatskanie and Rainer). The Oregon Family Nutrition Program (OFNP) is a component of Oregon State University Extension Service and is funded by USDA Food and Nutrition Service (FNS) through a contract with the Oregon Children, Adults and Family (CAFS) division of the Oregon Department of Human Services. The program helps Supplemental Nutrition Assistance Program (SNAP) participants and those eligible for (but not receiving) SNAP learn to feed their families in a healthy manner, make their SNAP benefits last longer, and improve their health.

This program is part of a program delivering Extension education services to youth, adults, and their families. The purpose of this position is to present learner centered and activity based nutrition, physical activity, and food safety programs to limited-income youth, adults, and families, along with other nutrition volunteers, and student staff.

Nutrition programs are coordinated with schools, community agencies, and organizations working with limited-income families and are taught in a variety of locations which will require travel. The position primarily works in elementary classrooms and at USDA Summer Food Service sites.

This position promotes nutrition education programs for the Columbia County target audience and develops, delivers, and evaluates nutrition education programs to meet the needs of low income youth, adults and families.

This position works with various community agencies to schedule nutrition education components into their total programs.

The Nutrition Education Assistant helps to generate new and innovative approaches to reach and educate youth and families, using culturally sensitive and literacy-appropriate pre-approved curriculum.

This position also works with supervising OFNP Extension faculty, students and/or volunteer staff in helping deliver nutrition programs.

This position demonstrates commitment to promoting and enhancing diversity in the program.
**Duties:**

60% - Program Delivery
Presents basic nutrition, food safety, basic food preparation skills, physical activity skills, and preparation of nutritious meals/snacks to youth, adults and families in a variety of schools and community locations. Uses OSU Extension Service approved materials and information when delivering the presentations.

20% - Program Planning & Preparation
In consultation/conjunction with the FCH/OFNP Extension faculty, develops, promotes, implements, and evaluates OFNP nutrition education programs geared toward youth and families following federal OFNP and OSU Extension Service guidelines in Columbia County.
- Copying and assembling materials for classes and other nutrition education activities.
- Helps purchase and package supplies and educational materials to support OFNP programs, trainings, and workshops.
- Shopping for food, class preparation, travel to classes or setting up of displays, etc., and cleanup.
- Coordinates with the school sites where OFNP programs are taught.
- Helps adapt curriculum to the needs of participants following the OFNP key messages.
- Develops program schedules for sites and daily schedule for self, teachers, students, and/or volunteers.
- Recruits and provides training and support for student and/or volunteer help. Training includes techniques to work with basic nutrition, food safety, physical activity, and preparations using age appropriate activities. Provides on-site supervision, as needed, for student and/or volunteers.
- Evaluates program effectiveness and initiates discussion with OFNP Extension faculty when curriculum updating is needed.
- Recruits participants for OFNP programs as needed, by cooperating with schools.
- Assists the Extension OFNP faculty in planning and conducting training sessions for schools, teachers, and other OFNP Extension staff in relation to nutrition subject matter and appropriate teaching techniques.

10% - Training
Attends scheduled training sessions on both the county and state levels. Be an active team member with Columbia County Extension Service faculty, staff, and volunteers to deliver educational programs to OFNP youth and families. Attends staff meetings, as time allows.

10% - Reporting
Keeps accurate records and provides timely necessary reports to appropriate administrators, including time sheets, work logs, mileage, expenses, statistical reports, reports of accomplishment, and other reports deemed necessary. Word processing and data entry.
**Required Qualifications:**
- Valid driver's license and reliable transportation (use of personal vehicle).
- Must obtain food handlers license.
- Must pass criminal background check.
- General clerical skills, including computer processing and data entry skills.
- Demonstrate good interpersonal communication skills.
- Demonstrate good public speaking and presentation skills.
- Experience working with the public.
- 2+ years experience working with youth in an educational setting.
- Ability to lift 40 lbs.

**Preferred Qualifications:**
- Associates degree or higher in a field related to nutrition education.
- Experience working with diverse audiences and cultures.

**Oregon State University is an Affirmative Action, Equal Opportunity Employer.**

**To Apply:**
Send cover letter detailing qualifications, resume, and list of three references. Application materials may be sent via email or post.

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