

POSITION X1902	Extension Specialist, Nutrition Education Program Coordinator
LOCATION	Department of Family & Consumer Sciences, UT Extension, Institute of Agriculture, The University of Tennessee, Knoxville, TN
EFFECTIVE DATE	Screening of applicants' credentials will begin immediately. Anticipated effective date is March 1, 2019.

SALARY AND BENEFITS

Salary is commensurate with training and experience. This is a grant-funded position. Continued employment is contingent upon performance and funding. Benefits include group hospitalization and life insurance, State Employees Retirement; Workers' Compensation; sick and annual leave; numerous University of Tennessee and state benefits programs, including liberal time off for holidays and longevity pay after three years of service; reimbursement for official travel.

JOB DESCRIPTION

The Extension Specialist provides leadership for planning, implementing and evaluating a statewide nutrition education program that serves limited resource individuals and families eligible to receive Supplemental Nutrition Assistance Program (SNAP) benefits or meet the guidelines for the Expanded Food and Nutrition Education Program (EFNEP). The Specialist works under the supervision of the Department Head in the UT Extension Department of Family and Consumer Sciences.

RESPONSIBILITIES

This position has statewide responsibilities and will perform the following duties:

- Serve as the University of Tennessee Extension's Expanded Food and Nutrition Education Program (EFNEP) and Supplemental Nutrition Assistance Program Education (SNAP-Ed) Coordinator.
- Provide leadership for a program of activities that meets the needs of all eligible clientele regardless of race, color, national origin, age, sex, disability, religion, or veteran status.
- Secure external funding to support the SNAP-Ed program implemented by UT Extension Family and Consumer Sciences Department.
- Provide leadership, guidance, and supervision to state program team in program planning, implementation, and evaluation of limited resource nutrition programs in partnership with regional and county staff efforts.
- Develop effective internal and external program relationships to benefit limited resource nutrition education programs.
- Comprehend, interpret and implement policies relevant to EFNEP and SNAP-Ed programs.
- Prepare staff training materials related to program policies and program objectives.
- Conduct in-service training for Extension staff and partners.
- Provide day-to-day administrative oversight of the activities of SNAP-Ed contract deliverables.
- Develop and manage statewide SNAP-Ed and EFNEP budgets and monitor expenditures.
- Maintain documentation for SNAP-Ed and EFNEP budgets.
- Provide documentation for SNAP-Ed, EFNEP, Extension, and partner agencies, as appropriate.
- Capably manage records and reports, giving proper attention to policy and procedural concerns.
- Work with subject matter and evaluation faculty to implement best practice curricula, data collection, and nutrition education and public health approaches.
- Provide leadership for developing and maintaining state and local coalitions.

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University. Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 McRose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498 (V/T/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.

RESPONSIBILITIES (continued)

- Author relevant publications for statewide program implementation and support.
- Develop written reports and assessments of program efforts and outcomes.
- Effectively maintain partnerships and external stakeholders, including Tennessee State University EFNEP and SNAP-Ed.
- Assume other duties as assigned.

QUALIFICATIONS

Required:

- Master's degree in nutrition, public health, or Family and Consumer Sciences
- Four years' work experience without an earned doctorate as an Extension Assistant, Agent, or related position in private or public sectors
- Ability to organize, apply sound judgment, work independently, communicate, and collaborate effectively with interdisciplinary teams
- Ability to form a task force and facilitate the committee
- Possesses skills to see program impacts through data and applied research and share that information with stakeholders
- Ability to stay within a budget and manage all aspects of grant requirements
- Ability to supervise exempt, non-exempt and/or student employees working on program.
- Ability to work with volunteers and do all Minors on Campus checks
- Expected to have skills to conduct innovative programs, demonstrate teaching effectiveness, implement applied research, and have success in garnering extramural funding

Preferred:

- Doctorate in a related discipline with 1 to 3 years' experience
- Registered dietitian
- Experience using Microsoft Office Suite--Word, Excel, PowerPoint, etc.
- Knowledge in Public Health and/or Nutrition Education.

TO APPLY:

Please apply online by clicking the link below

[External Applicants](#)

[Internal Applicants](#)

Submit a complete application packet which includes a 1) letter of interest, 2) a resume or curriculum vitae, 3) and official or unofficial transcripts showing degree(s) conferred.

Inquiries may be made to:

Dr. Laura Stephenson

Assistant Dean & Department Head

Family & Consumer Sciences

Phone: (865) 974-7384

Fax: (865) 974-1068

E-mail: laura.stephenson@utk.edu Web Site: <https://ag.tennessee.edu/fcs>

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University. Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 McRose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.