

# Position Announcement

**Position Begins:** July 10, 2017

**Application Deadline:** May 19

**Starting Salary:** \$12.00/hour  
plus exceptional benefits package  
at 37.5 hours/week



## Position Title:

Supplemental Nutrition Assistance Program (SNAP) Education Assistant  
Working with Limited Resource Audiences in Campbell County

### Job Description:

Under the immediate supervision of the Area Nutrition Education Program Agent, the person filling this position will perform the following duties:

- 1) Recruit adults and youth to participate in the Nutrition Education Program.
- 2) Teach participants in small groups:
  - a) To select and prepare foods for an adequate diet
  - b) To plan food purchases within available funds to provide maximum nutritional value
- 3) Recruit and support volunteer leaders for youth and adult nutrition related programs.
- 4) Work outside of the office a majority of the time, this position requires a self-starter who will use time responsibly in a professional manner.
- 5) Keep and submit required records including computer and web based reports promptly.
- 6) Attend all training conferences, some held in Lexington.
- 7) Ensure that all youth and adults have an equal opportunity to participate in extension programs regardless of race, color, age, sex, religion, disability, or national origin.



**Location:** Area Nutrition Education Program Office  
11 Shelby Street, Florence KY 41042  
and Boone County Extension Service Campus, Burlington KY

**Telephone:** 859-586-6101 ext. 401

**See the reverse side for qualifications and  
instructions on how to apply**



**Position Title:**  
Supplemental Nutrition Assistance Program (SNAP) Education Assistant  
Working with Limited Resource Audiences in Campbell County  
Posting # RE 10321

The person filling this position is expected to become knowledgeable of the philosophy, goals and objectives, policies and procedures of the Kentucky Cooperative Extension Service and exhibit professionalism in all aspects of Nutrition Education Program work.

Enrolled adult participants and youth are expected to increase their understanding and practice of good nutrition. Progress of adult participants and youth are reviewed regularly. Improvement in nutrient and food group intake is evaluated.

**Qualifications:** The physical demands of this job require you to lift and carry up to 30 pounds and be able to stand for long periods of time. You must be able to relate effectively with adults and youth and have the ability to keep accurate reports and interpret low reading level material. Knowledge of community agencies and organizations that work with low income audiences is very helpful. Ability to plan, conduct and evaluate educational events desired. Possess oral and written communication skills and organizational and process skills. Basic computer skills necessary. High school diploma required. Possess a valid Kentucky driver's license and access to dependable insured automobile for business mileage reimbursement.

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**Deadline for filing application:** Friday, May 19, 4PM or until suitable applicant is found

**Application:** application must be submitted via the internet.

Visit [www.uky.edu/HR/UKjobs](http://www.uky.edu/HR/UKjobs) and click on "Search And Apply for Jobs" in the blue box.

Then "Cooperative Extension Jobs" in the blue box in the left column. That will bring up all current Extension postings. Search for posting # RE 10321. **Note:** there is also a bilingual position posted. Do not mistakenly apply for the bilingual position unless you speak Spanish fluently.

Applications are not interchangeable. Be sure to apply for the position/s you are interested in. Select the position by clicking the "view details" link.

Then click the "Apply to this job" button. If you have never used the UK Jobs website, you will need to "Create Account" at the top of page. Note: sometimes applicants miss the "Work Experience" section of the application. Please complete the application in its entirety. We try to hire from within the communities we serve.

The University of Kentucky is an equal opportunity employer. Applications from women and minorities are encouraged. The address of the EOE Coordinator is:  
College of Agriculture Science Center North, Lexington, Kentucky 40546-0091

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