



COOPERATIVE EXTENSION

 University of
Kentucky
College of Agriculture,
Food and Environment



Position Announcement

Position Begins: October 16, 2017

Application Deadline: August 20

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

Position Title:

Bilingual Extension Assistant for Expanded Food and Nutrition Education Program Working with Limited Resource Audiences in Kenton 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 Spanish speaking adults and English or Spanish speaking youth to participate in the Expanded Food and Nutrition Education Program.
- 2) Teach Spanish speaking 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**



Cooperative Extension Service
Agriculture and Natural Resources
Family and Consumer Sciences
4-H Youth Development
Community and Economic Development

Educational programs of Kentucky Cooperative Extension serve all people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability. University of Kentucky, Kentucky State University, U.S. Department of Agriculture, and Kentucky Counties, Cooperating.

LEXINGTON, KY 40546



Disabilities
accommodated
with prior notification.

Position Title:

Bilingual Expanded Food and Nutrition Education Program Assistant
Working with Limited Resource Audiences in Kenton/Boone/Campbell counties
Posting # RE11201

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 Spanish speaking adult participants and English or Spanish speaking youth are expected to increase their understanding and practice of good nutrition. Progress of adult and youth participants is reviewed regularly. Improvement in nutrient and food group intake and behavior changes are evaluated.

Primary target area is Kenton County, with additional work in Boone and Campbell counties depending on Spanish speaking audience needs.

Qualifications: Must be fluent in Spanish and English. 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 Spanish speaking adults and English or Spanish speaking 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.

Position Begins: Monday, October 16, 2017

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

Deadline for filing application: Sunday, August 20, or until suitable applicant is found.

Application: application must be submitted via the internet.

Visit 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. In the search box, type in "RE11201" for "Requisition Number"

then click "Search". **Note:** 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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