

**NUTRITION EDUCATOR (100%)  
Door & Kewaunee County  
Position Description**

**Cooperative Extension Vision:** Wisconsin's educational network for engaging people and their communities in positive change.

**UW-Extension Mission:** Through the University of Wisconsin-Extension, all Wisconsin people can access university resources and engage in lifelong learning, wherever they live and work.

**Working Title:** Nutrition Educator – Door & Kewaunee County

**Official Title:** Associate Instructional Specialist

**Percent of Employment:** 100%

**Salary/Benefits:**

Excellent benefits including Wisconsin State Retirement; life, medical and hospital insurance; vacation and sick leave with an annual starting salary of \$28,921.

**Geographic Areas Served:** Door & Kewaunee Counties

**Office Locations:** 810 Lincoln Street, Kewaunee, WI 54216 and 421 Nebraska St, Sturgeon Bay, WI 54235

**Type of Appointment:** This position is a fixed-term academic staff appointment in the University of Wisconsin-Extension's division of Cooperative Extension. The position is eligible for benefits provided to State of Wisconsin employees and is subject to UW-Extension personnel policies. Reappointment to this position after the initial term is dependent upon performance and availability of funding.

**Purpose and Primary Focus of Position:** The Door & Kewaunee Counties Nutrition Education Program is a major effort within Cooperative Extension's Family Living Programs. The aim of Family Living Programs is to enhance the quality of family and community decisions that affect the family and to increase the families' abilities to adapt to and effect change. Within this broader aim, the purpose of this position is to provide basic nutrition and food budgeting education to individuals and families living on limited economic resources. The Door & Kewaunee Counties Nutrition Education Program provides education in both county areas.

**Program Relationships:** This position primarily works with the Family Living program area of UW-Extension. Appropriate programming relationships with other program areas are encouraged.

The position seeks counsel from appropriate UW-Extension statewide programming units regarding subject matter and educational strategies related to carrying out the purpose of this position. The position seeks counsel from appropriate county advisory groups to determine appropriate subject matter and educational strategies needed to meet current and long-term educational needs in the county related to the purpose of the Door & Kewaunee Counties Nutrition Education Program.

**Primary Duties/Essential Job Functions:**

- Make all reasonable effort to reach a diverse audience and to ensure equitable access to programs and facilities

- Teach culturally relevant educational programs for adults and youth through “learn while you wait”, small group and/or home visits including nutrition for families, handling food safely, food buying and selection, and managing the food budget
- Promote the nutrition education program with designated community agencies and maintain a positive working relationship with these agencies; follow-up on agency referrals for educational activities
- Participate in Nutrition Education Program training opportunities

**Other Required Duties and Responsibilities:**

- Recruit and enroll program participants
- Maintain and punctually submit accurate records of time use, travel expenses and essential or relevant program information, e.g., participation numbers, evaluation information, etc.
- Maintain a program of professional development/improvement in priority subject matter and educational delivery methods
- Cooperate with other Extension personnel to develop strong, integrated Extension programs
- Encourage program participants to participate in other Extension programs
- Regularly participate in meetings and events held at sites throughout the geographic area served, including occasional evening and weekend work
- Make individual arrangements for transportation adequate to meet position responsibilities and essential job functions
- Assume weekly travel throughout the county and occasional travel within the district and state
- Other responsibilities as assigned by supervisor

**Required Qualifications:**

- High school graduate or equivalent
- Ability to organize work and to work productively with indirect supervision in a highly visible public sector environment
- Demonstrated ability to initiate, form and effectively maintain working relationships with persons or associations from cultures other than one’s own
- Ability to teach and communicate ideas effectively verbally, in writing and through educational technology to adults and youth
- Strong interpersonal and problem-solving skills in a team setting; ability to effectively manage conflicts

**Preferred Qualifications:**

- Volunteer or paid experience related to food and nutrition education
- Volunteer or paid experience with families living with limited economic resources
- Group leadership and/or informal teaching experience
- Knowledge of and demonstrative ability to work cooperatively with other agencies and other community-based services and organizations
- Residence in geographic area served

**Equal Opportunity:** As an affirmative action employer, UW-Extension provides equal opportunity in programs and employment. UW-Extension does not discriminate on the basis of age, race, creed, color, disability, sex, sexual orientation, national origin, ancestry, marital status, arrest record or non-program related conviction record. Employment is contingent upon establishment of identity and verification of employment eligibility as required by the Immigration Reform & Control Act of 1986.