

Core Competencies for WNEP Nutrition Education Program Coordinators

A. Plan overall program and direction

1. Assess community needs and strengths
2. Ensure that program stays within funder's guidelines
3. Achieve and maintain up-to-date knowledge of subject content
4. Plan program activities to meet desired outcomes
5. Recognize future trends and possible resources to expand programs
6. Develop program outcomes based on knowledge of behavior change and the learning process

B. Provide Leadership

1. Mentor peers
2. Participate in UWEX staff meetings
3. Actively participate in Ag/Ext committee meetings
4. Serve on committees outside local UWEX
5. Achieve and maintain knowledge of UWEX policies and procedures
6. Facilitate collaborative planning with nutrition staff, family living unit and county office

C. Manage administrative processes

1. Organize budget and statistical filing system
2. Utilize computer technology to write narrative and statistical reports and budget
3. Organize subject matter content filing system
4. Utilize E-mail for communication
5. Complete administrative tasks by deadlines
6. Identify sources and means of reducing stress

D. Measure program impact

1. Use statistics and evaluation data to improve program
2. Write reports for stakeholders
3. Analyze data/records
4. Design evaluation strategy and/or tool
5. Collect and record data

E. Secure and Manage Financial Resources

1. Write narrative and develop budget for grant applications and contracts
2. Ensure that staff has resources to achieve program goals
3. Seek new/alternate sources of revenue
4. Monitor budget expenditures

F. Design and provide learning activities and events

1. Provide a variety of delivery methods
2. Provide direct teaching
3. Identify and acquire resources to provide lessons
4. Assess impact
5. Design activities based on learning styles and audience needs

6. Identify and develop staff teaching skills

G. Establish relationships with states and local agencies and groups

1. Network with community groups
2. Problem-solve with groups
3. Negotiate roles and activities
4. Facilitate meetings
5. Carry out program commitments

H. Create public awareness of programs and issues

1. Report to all stakeholders: county extension committees, other agencies, food stamp distribution agency, etc.
2. Establish relationship with local media
3. Participate in activities that create awareness of poverty and food scarcity

I. Hire, train, support and supervise staff

1. Hire staff
2. Create a team
3. Provide on-going support to maximize staff success and meet local and state standards
4. Assist educators in developing and reaching goals
5. Provide initial training and orientation for new employees
6. Provide on-going professional development and training
7. Conduct program/unit meetings
8. Conduct performance reviews