

POSITION DESCRIPTION

Title: Extension Community Nutrition Instructor

Working Title: Luce/Schoolcraft Nutrition Instructor

Institute: Health and Nutrition Institute

Non-Union

Michigan State University Extension is committed to fostering a welcoming and inclusive organization, which requires all staff to contribute towards a vision for success. Diversity, equity, and inclusion are central to our work, regardless of title or position within the organization. This means that all staff at MSU Extension are dedicated to the following:

- *We work together to ensure that programming is delivered to diverse audiences, produces equitable impacts for all participants, and demonstrates partnership and inclusion for all groups.*
- *We embrace that it is everyone's job to create a culture that promotes diversity, equity, inclusion and belonging.*
- *We ensure that every team member is prepared with the skills and resources to contribute to our welcoming and inclusive culture.*
- *We foster inclusion by recognizing and valuing diverse perspectives, skills, experiences, and work to create equal access to programming for communities.*
- *We commit to continuous learning for diversity, equity, and cultural competency, in order to achieve inclusive excellence.*
- *We understand that diversity, equity, and inclusion are essential elements to our work and are vital to the organizational culture and programmatic success of MSU Extension.*
- *We embrace a culture of understanding, coaching and feedback towards achieving a vision of success for the entire organization and its staff.*
- *Together we will achieve success and we commit to these goals in our work, continued education, and ongoing efforts.*

POSITION SUMMARY

As part of the MSU Extension Health and Nutrition Institute (HNI), with support from the HNI Supervising & Staff Development Educator, District Director and Institute leadership, the Extension Community Nutrition Instructor is responsible for the delivery of nutrition and physical activity education programs.

In this role, you will conduct both in-person and virtual/online, or a combination of both, education programming created with a diversity, equity and inclusion (DEI) lens, with eligible youth and adult audiences that also supports growth and understanding of critical issues facing these audiences, as defined by federally funded grant programs, including but not limited to SNAP-Ed (Supplemental Nutrition Assistance Program Education) and/or EFNEP (Expanded Food and Nutrition Education Program). In addition to direct education with participants, you will provide policy, system and environmental (PSE) coaching within community sites, develop and maintain community partnerships for programming opportunities, work to identify and remove barriers from participation, and gather, review, and enter data for impact and evaluation efforts. You will support the Health and Nutrition Institute's efforts in diversity, equity, and inclusion, with a special emphasis on reaching diverse populations. Working in collaboration with internal teams, you will identify and enhance programming tools and delivery strategies. The overall goal of MSU Extension's nutrition and physical activity

programming is to attain both short-term and long-term goals as defined by the applicable grant that improve nutrition outcomes for eligible audiences throughout Michigan. While focusing on federal grant compliance, you will work in concert with the MSU Extension Health and Nutrition Institute and work teams to ensure alignment of programs with the overall goals of work teams, MSU Extension Health and Nutrition Institute and the organization. Diversity, equity, and inclusion are essential elements vital to the culture MSU Extension endeavors to cultivate.

This position will provide nutrition and physical activity programming in Luce and Schoolcraft Counties. Coverage area could expand beyond defined coverage area with online programming options. Although negotiable, there will be space available to work from the Luce County MSU Extension office.

This position may be eligible to utilize a flexible work environment, however, there is an expectation to work from a MSU Extension County office. The needs, responsibilities, and opportunities of an individual's position and office location drive the ability and amount of work-location flexibility.

Characteristic Duties/Responsibilities

- Using specific, approved curriculum this position plans, organizes, and delivers nutrition and physical activity education programs, both in-person and virtually/online, or a combination of both, to eligible audiences in the assigned community(ies) based on needs, interests, demographics, and abilities of participants, while also supporting growth and understanding of critical issues facing these audiences.
- In alignment with SNAP-Ed grant guidance and using specific, approved interventions and approaches, provides policy, system and environmental (PSE) coaching within community sites.
- In alignment with EFNEP grant guidance, collaborates, and engages with community partners to enhance PSE change efforts through community collaborations.
- Works collaboratively on internal teams to engage in efforts to identify and enhance nutrition education, physical activity education, and PSE materials and delivery strategies.
- Collaborates with the appropriate MSU Extension Institute work team(s).
- Understand the commitment to equal access and opportunity, and to diversity, equity, and inclusivity.
- Understand and implement Civil Rights, diversity, equity and inclusion policies and compliance standards.
- Work to identify and remove barriers from participation in MSU Extension programs.
- Operate independently, ensuring program delivery follows established guidelines and prescribed curriculum, and meets the participant/caseload goals established by direct supervisor through annual expectations letter.
- Ensures program promotion, recruitment, delivery and expansion through the development and maintenance of partnerships.
- Engages in active and positive discussions and demonstrations of the programming available to current and prospective clients and partners.
- Responsible for properly collecting and maintaining data files related to programming efforts and results, including accurately entering data directly into appropriate data management system(s) in a timely manner.
- Uses state and work team approved evaluation forms and methods for collecting participant and program outcome information.
- Prepares and submits necessary information and documentation to ensure adherence to MSU Extension administrative policies, procedures, and deadlines.
- Provides information and opportunities for learning using technology, mass media, group meetings, workshops, and individual contacts, as approved through grant requirements and/or plan of work process.

- Actively participates at community/council meetings and/or, as pre-approved, membership on community/council boards both in-person and virtually.
- As directed, pilot new curricula and/or participate in other program roll-out/testing activities.
- Actively seeks and participates in professional development opportunities to attain and retain appropriate knowledge and skill level in order to maintain and expand proficiency in health/nutrition and delivery skills.
- Promotes and represents MSU Extension in activities, meetings, etc. in a manner that reflects collegial connection with the community, the grantors, the research and knowledge of the University, and the goodwill of MSU Extension.
- Initiate efforts to expand MSU Extension programs to ensure that community needs assessments, program development and recruitment efforts include the engagement of Michigan's diverse residents across race, gender, socioeconomic class, disabilities, and other differences.
- Other duties as may be assigned by the appropriate supervisor.

SUPERVISION RECEIVED FROM

Supervising and Staff Development Educator

WORK ENVIRONMENT

This position requires driving as a regular part of the position, and carrying educational materials, equipment, etc. up to 25 lbs.

MINIMUM REQUIREMENTS

- Bachelor's degree, or a combination of education and specific, relevant experience may be considered in lieu of degree.
- Knowledge and at least two years of experience in effective program delivery and health- or nutrition-related subject matter.
- Demonstrated success in program development and delivery to diverse audiences/communities, and proven ability in establishing and working with a diverse network of constituents and community members across race, color, gender, national origin, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status, veteran status, socioeconomic class, and other differences.
- Understanding of and ability to implement Civil Rights principles and compliance standards.
- Demonstration of community involvement and/or experience building partnerships.
- Effective oral and written communication skills.
- Experience and proven ability working productively with a team serving in both a leadership and contributor role.
- Self-motivated with demonstrated ability to work productively on a team and independently, with minimal supervision, ensuring that program delivery follows prescribed guidelines and meets goals for reaching specific audiences.
- Proficient computer operation skills (e.g., Zoom, Qualtrics, Microsoft Office Suite, including Outlook, Word, Excel, PowerPoint, Teams).
- Ability to lift and carry educational materials, equipment, etc. up to 25 lbs.
- Ability to travel in local and surrounding communities, and occasional long-distance travel are required as a regular part of this position.
- Transportation is the responsibility of the employee.
- Other skills and/or physical abilities required to perform duties of the position.

DESIRED QUALIFICATIONS

- Experience in managing participants, volunteers, classroom management techniques, or working in a leadership and/or management role.
- Ability to accept, prioritize, and, if appropriate, delegate responsibility.

- Demonstrated drive and initiative.
- Use of Zoom video conferencing technology.

This position is a full-time, end-dated appointment renewable annually based on continued funding.

FAIR LABOR STANDARDS ACT DESIGNATION

This position is exempt as defined under the FLSA.

DATE: April 2023

MSU is an affirmative-action, equal-opportunity employer, committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. Michigan State University Extension employment opportunities are open to eligible/qualified persons without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status. MSU is committed to achieving excellence through cultural diversity. Persons with disabilities have the right to request and receive reasonable accommodations.

The university actively encourages applications and/or nominations of women, persons of color, veterans, and persons with disabilities.