



# Vacancy Announcement

09-11

## Position Title and Location

Area Coordinator, Community Nutrition Education Programs (CNEP)  
(dependent on available grant/contract funds)  
Office Location: Tulsa, Oklahoma

## Date Available

This position is available on or after August 15, 2009.

## Salary

The Oklahoma Cooperative Extension Service is seeking to fill entry-level educator positions. Beginning annual salary for entry-level educators who have a master's degree is \$35,500 and \$32,500 with a bachelor's degree. Starting salary will be based on education and relevant prior experience.



## Job Summary

This position provides leadership to nutrition education programs in the assigned geographic area. This position is funded by the Oklahoma Nutrition Education (ONE) Program grant (50%), a part of the federal Supplemental Nutrition Assistance Program (SNAP-Ed), and is funded (50%) by the Expanded Food & Nutrition Education Program (EFNEP).

The purpose of CNEP is to improve the nutritional status of limited income families/households through practical nutrition education. CNEP provides personalized and multiple learning sessions by ONE Program and EFNEP paraprofessionals.

Program leadership includes: (1) nutrition education; (2) program management; (3) human resource management; (4) fiscal management; and (5) public relations. Some critical components include: (1) responsibility for the quality and accuracy of nutrition education delivery by the paraprofessionals; (2) accountability for the success of the paraprofessionals

and CNEP; and (3) ethical stewardship of financial and human resources.

Additional responsibilities include leading efforts to develop and promote unity with OCES Extension Educators and staff and initiating networking with other agencies and organizations in assigned counties.

ONE Program and EFNEP paraprofessionals will be located in a minimum of two counties in northeastern Oklahoma to include Tulsa and Wagoner. Regular travel to these counties is required. Flexibility and adaptability in scheduling is required. The CNEP Area Coordinator will work under the direction of the District staff and the CNEP State Coordinator.

Continuation of this position is subject to the needs for the position, performance, and availability of funding.

## Qualifications

A master's degree in Family and Consumer Sciences is preferred with a bachelor's degree required. Degree in Nutritional Sciences and/or Registered Dietician licensure preferred. Extension educators hired with only a bachelor's degree are expected to work toward completion of an approved master's degree.

Demonstrates ability to effectively listen, communicate, and foster a professional image of OCES by displaying a positive view of the organization both internally and externally.

Demonstrates willingness and ability to effectively manage time and resources and adapts well to changing priorities, situations and day to day demands.

Possesses writing, communication, and organizational skills.

Affirms a commitment to continued personal professional development.

Demonstrates leadership ability in designing, promoting, presenting, and evaluating educational programs and the desire to program to reach diverse audiences.

Provides evidence of ability to build and maintain relationships and work effectively with clientele advisory groups, volunteers, and other professionals, etc.

Demonstrates competency and effective use of computing and computer-based communications technology.

Exhibits willingness to work extended hours, including evenings and weekends. Occasional overnight travel is required. Available personal transportation is required and a travel allowance is provided.

The person selected for this position is expected to establish and maintain their domicile in one of the counties for which the position is responsible.

## Application Procedure

Interested applicants should submit a brief letter of interest with a current resume' that includes qualifications, previous professional responsibilities and achievements, and express how these relate to this position. An up-to-date transcript should also be provided.

Review of applications will begin **August 1, 2009**, and continue until a suitable applicant is identified. Submit application materials to:

**Agriculture Human Resources  
Room 235 Agricultural Hall  
Stillwater, OK 74078-6022  
Telephone (405) 744-5524  
Fax (405) 744-8863  
E-Mail: cesjobs@okstate.edu**

*Extension educators are hired into the organization, not into a specific geographical location. It is possible that future circumstances may require relocation. Individuals who bring a diverse perspective and are supportive of diversity are strongly encouraged to apply.*

## Mission Statement

The mission of the Oklahoma Cooperative Extension Service is to disseminate information to the people of Oklahoma and encourage the adoption of research-generated knowledge relating to agriculture, family and consumer sciences, rural development, and 4-H youth development.

Information about the Division of Agricultural Sciences and Natural Resources may be accessed on the internet at: [www.dasnr.okstate.edu](http://www.dasnr.okstate.edu) Information about Cooperative Extension professional positions may be accessed on the internet at: <http://hr.dasnr.okstate.edu/OCES-careers>

**Equal Employment Opportunity:** Applicants will be considered without discrimination for any non-merit reason such as race, color, national origin, religion, gender, age, disability, or status as a Vietnam-era veteran.

**Oklahoma State University is an Affirmative Action/Equal Employment Opportunity employer committed to multicultural diversity. Oklahoma State University employs only U.S. citizens and lawfully authorized non-U.S. citizens. OSU participates in E-Verify to verify employment eligibility of all employees pursuant to the Oklahoma Taxpayer and Citizen Protection Act.**