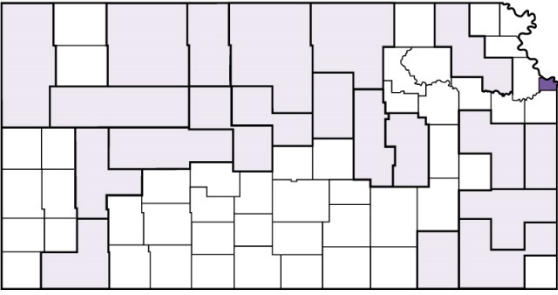


Position Announcement



Wyandotte County is the fourth most populated county in Kansas. Located within the Greater Kansas City Metropolitan Area, it has a rich history. Being situated at the confluence of the Missouri and Kansas rivers, it was the launching point for travelers on the Santa Fe, Oregon, and California trails. Today "The Dote" boasts an ethnically diversified urban, suburban and rural population of nearly 165,429. There are four cities in the county: Bonner Springs, Edwardsville, part of Lake Quivera, and Kansas City, which is the county seat. It is home to several institutions of higher learning and five school districts, which are attended by approximately 31,000 school-aged youth. There are six extension agent positions in the county.

TITLE: Extension Agent

PRIMARY AREA OF RESPONSIBILITY: Expanded Food and Nutrition Education Program

LOCATION: Wyandotte County; Kansas City, Kansas

APPLICATION DATE: Applications will be accepted through September 16, 2020. Interviews will be conducted October 22, 2020.

RESPONSIBILITIES:

Extension agents are professional educators who serve as a link between Kansas State University and communities across Kansas. Agents are administratively responsible to the Director of K-State Research and Extension (represented by a designated administrator) and the local extension board.

1. Provide leadership for the development, implementation, and evaluation of research-based nutrition educational programming to support successful families and the systems that serve them in the county. Programming will include, but is not limited to: food preparation, nutrition, food safety, food resource management, household food security, and physical activity.
2. Manage the Wyandotte County EFNEP and SNAP-Ed programs including the hiring, training, and supervision of paraprofessional nutrition assistant educators and volunteers, developing and sustaining collaborative relationships with county agencies and management of program assets and funds.
3. Major efforts will target limited-resource families and individuals.
4. Programming will include these steps:
 - a) Identify local needs and opportunities and emerging issues related to K-State Research and Extension's five Grand Challenges (water, community vitality, health, developing tomorrow's leaders and global food systems), specifically focusing on the major nutrition education priorities of local limited-resource families and individuals. This position will work in collaboration with the county extension director, the local extension board, county stakeholders and staff of cooperating organizations, program development committees, and other community organizations and professionals.
 - b) Design appropriate educational strategies to engage clientele. These strategies might include delivering educational programming in a community-based setting, coordinating events and activities that provide experiential learning opportunities, using innovative technologies, providing individual educational consultations, and facilitating groups seeking similar educational outcomes. Some overnight travel and evening and weekend work will be required.
 - c) Develop and implement strategies to expand the reach of educational programming to under-served audiences and to make certain K-State Research and Extension is an equal opportunity provider of educational programming.
 - d) Collect and communicate evidence of educational program impact.
 - e) Develop specialized knowledge and skills by engaging as a member of the Nutrition, Food Safety and Health Program Focus Team.
5. Secure external funding such as grants, gifts, and cost recovery to supplement local tax revenue to support and expand educational programming. Monitor and direct county EFNEP/SNAP-Ed budget and expenditures in accordance with state and federal guidelines.
6. Serve as a member of the Wyandotte County team cooperating in the planning and delivery of county-wide programming and related events.



QUALIFICATIONS

Required:

- Bachelor's degree
- Academic coursework and/or professional development and professional employment related to the position responsibilities in nutrition, community or public health nutrition, dietetics, adult education or a related field
- Evidence of strong academic and/or professional performance as documented by college transcripts, acceptance into a graduate program or documented success in increasingly responsible professional positions
- Ability to communicate effectively, both orally and in writing, with individuals, groups and through mass media, including social media and other virtual settings
- Ability to utilize electronic communication and computer applications to fulfill programming, evaluation, and reporting responsibilities
- Leadership skills as evidenced by working with individuals, groups, and co-workers
- Experience working with adults and youth from various ethnic and socio-economic backgrounds, especially low-income families
- Experience in seeking and administering external grant funding
- Access to a personal vehicle and the ability to obtain/maintain a valid driver's license

Preferred:

- Master's degree
- Experience in volunteer coordination and/or supervision
- Commitment to personal professional development
- Self-motivation and ability to work with a minimum of supervision, balancing multiple projects
- Ability to design, promote, implement, and evaluate educational programs
- Skills in group facilitation
- Knowledge of adult and youth teaching/learning processes
- Registered dietitian credential
- Ability to communicate effectively with both English and Spanish learners

Other

- Applicants must be currently authorized to work in the United States at the time of employment
- Residency in Wyandotte County is required.

SALARY, BENEFITS, AND PROFESSIONAL DEVELOPMENT

1. Salary commensurate with professional experience and available funding as negotiated by the regional extension director, the local extension board and the applicant. The base starting salary is \$41,500 for a BS degree with no professional experience and \$45,500 for a MS degree with no professional experience.
2. Extension agents are Kansas State University educators and have the Board of Regents retirement plan, health and life insurance and vacation and sick leave. Depending on the date of hire there is a minimum of 30-day waiting period for health insurance. For a complete list of benefits see: <http://www.k-state.edu/hcs/benefits/overview/>
3. Reimbursement for travel related to achieving program objectives.
4. New agents are provided approximately 15 days of new agent professional development on the K-State campus or virtually during the first six to nine months. These 15 days are spread out in four different weeks. In addition, new agents spend at least three weeks with a mentor agent during the first year.

APPLICATION PROCEDURE

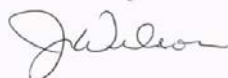
Submit application using the Kansas State University job application site: <https://careers.k-state.edu/cw/en-us/job/509597/wyandotte-county-expanded-food-and-nutrition-education-program-efnep-extension-agent>

For more information about the position, contact Jennifer Wilson, Leader, Ext. Operations, 785-532-5790, or jrwilson@ksu.edu.

To hear personal accounts from Extension Agents, preview videos at www.ksre.k-state.edu/jobs.

For more information about K-State Research and Extension, visit: www.ksre.k-state.edu.

EQUAL EMPLOYMENT OPPORTUNITY: Kansas State University is an Equal Opportunity Employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees.



Jennifer Wilson

Leader, Extension Operations

08/19/2020

Position #20-19

