

**CORNELL COOPERATIVE EXTENSION ASSOCIATION OF FRANKLIN COUNTY  
STAFF POSITION DESCRIPTION**

**Current Incumbent, if any:** Open Position

**Date Written/Revised:** 10-18-2019

**CCE Classification Job Title:** Association Subject Educator I

**Position #:** TBD

**Working Title (if different):** SNAP-ED Nutritionist I

**FTE:** 100%

**Reason:** ☒ New Position ☐ Revision

**FLSA:** ☐ Exempt ☒ Non-Exempt

**REPORTING RELATIONSHIP(S):**

**Immediate Supervisor's Name and Classification Job Title:** Wanda Collins, SNAP-Ed Senior Nutritionist

**Position(s) Supervised / Direct Reports** *(The following positions report directly to this incumbent. Please use classification titles.)* The position incumbent has no supervisory responsibilities/direct reports.

**Volunteer Supervision:** ☐ Yes ☒ No *(If the answer is Yes, please indicate number of volunteers supervised.)*

**POSITION SUMMARY:**

This position will serve as a Supplemental Nutrition Assistance Program Education (SNAP-ED) Nutritionist I for Cornell Cooperative Extension of St. Lawrence County and will implement SNAP-ED programming from a menu of existing SNAP-ED educational programs and program activities throughout St. Lawrence County. This position will implement already-existing educational programming to the public to improve healthy food and lifestyle choices among low-income families and individuals encompassing all age groups through in-person and digital means. This position will be responsible for the delivery of established SNAP-ED programming to community groups, and will deliver other established SNAP-ED programming and activities, both on-site and off-site, in the community and virtually, in accordance with the Nutrition Program Area's Plan of Work. This position will also coordinate all administrative aspects of the SNAP-ED Program and will assist the Program Leader, Communications Coordinator and Environmental Nutritionist with marketing efforts for SNAP-ED programming, to include the environmental change initiative in collaboration with other Nutritionists of the SNAP-ED program in the North Country Region.

**REQUIRED QUALIFICATIONS:**

*Specify required minimum equivalency for education, experience, skills, information systems knowledge, etc.*

- Bachelor's Degree in Nutrition or Public Health or equivalent education (Associate's Degree in Nutrition or Public Health and 2 years transferable program/functional experience).
- Experience relevant to the role of the position.
- Valid New York State Driver's License and the ability to meet travel requirements associated with this position.
- Ability to meet acceptable background check standards (DMV and criminal background checks).
- Ability to work flexible hours which may include evenings and/or weekends, as appropriate.

**PREFERRED QUALIFICATIONS:**

*Specify preferred specialized education, field and/or certifications.*

- Familiarity with purchasing and preparing foods, utilizing business expense accounts and pragmatic use of resources.
- Familiarity with reviewing and following recipes and assure compliance to federal and state guidelines.
- Demonstrated ability to utilize program resources within the general community.
- Demonstrated ability to plan, teach and evaluate informal educational programs through a variety of delivery methods to reach individuals and groups.
- Demonstrated ability to function as a team member working with volunteers and staff.
- Demonstrated ability to organize reference materials for programming purposes.
- Demonstrated ability to relate to diverse audiences.
- Demonstrated ability to communicate effectively through oral, written and visual means.
- Demonstrated ability to utilize computer technologies for educational and communication purposes.

*Reviewed and Approved by Extension Administration – 10-18-2019 – jac*

**SUBJECT MATTER/BACKGROUND: (Program job family only.)**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Agriculture and Food Systems   | <input type="checkbox"/> General Administration | <input type="checkbox"/> Farm           |
| <input checked="" type="checkbox"/> Nutrition, Food Safety & Security and Obesity Prevention      | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Grant/Contract |
| <input type="checkbox"/> Environment and Natural Resources, Sustainable Energy and Climate Change | <input type="checkbox"/> Finance                | <input type="checkbox"/> Communication  |
| <input type="checkbox"/> Community and Economic Vitality  | <input type="checkbox"/> Human Resources        | <input type="checkbox"/> Other          |
| <input type="checkbox"/> 4-H Youth Development and Children, Youth and Families                   | <input type="checkbox"/> Facility               |   |

**RESPONSIBILITIES/ESSENTIAL FUNCTIONS:** *(List the position's assigned responsibilities and estimate percentage of annual time spent on each responsibility. Include only the essential functions that are fundamental and necessary to the position. If the section does not apply to this specific position, leave it blank. Estimate of percent will vary based on the needs and changing priorities of the position. Approximate percent of time will be annualized in 5% increments.)*

**Program Responsibilities:**

<b>Program Delivery</b>	<b>70%</b>
<ul style="list-style-type: none"> <li>Utilize established program resources and materials in program work.</li> <li>Implement existing SNAP-ED programming to community groups at schools, food pantries, Department of Social Services (DSS), etc.</li> <li>Implement already-established SNAP-ED educational programming and program activities in support of other Nutrition programming efforts as identified/needed to support the established plan of work.</li> <li>Assist in providing existing information to bring awareness to the public in the form of impact statements, articles for progress/annual reports, and news releases, etc.</li> <li>Utilize existing program materials and educational framework to teach a targeted number of both adult and youth participants in the SNAP-ED Program. The target is 40 nutrition activities per month and act as an integral member to assist the team to reaching 100 direct participants per month.</li> <li>Occasionally apply established subject matter knowledge to create digital lesson to meet program objectives.</li> <li>Under the direction and oversight of the Senior Nutritionist and Program Leader, create already established curriculum into educational materials as needed to meet established program objectives.</li> <li>Provide SNAP-ED educational programs via mass media.</li> <li>Work to foster acceptance of the SNAP-ED Program, methods and policies while addressing community and individual needs and considering diverse audiences.</li> <li>Assist the Senior Nutritionist and Program Leader in multi-association team efforts through implementation of multi-disciplinary programs and program activities to deliver the SNAP-ED Program.</li> <li>Serve as a subject-matter resource in the area of Nutrition to staff and participants, community organizations and the general public.</li> <li>Serve as a team member and cooperate with the entire Association and Nutrition Program staff to achieve Association program delivery goals.</li> </ul>	

<b>Program Evaluation</b>	<b>10%</b>
<ul style="list-style-type: none"> <li>Implement program evaluation as designed.</li> <li>Interact with program participants to obtain evaluation data, to include: evaluating effectiveness of classes and instructors within program areas for all SNAP-ED programs.</li> <li>Assist the Senior Nutritionist and Program Leader in the process of analyzing program data, and based on that analysis, assist in making recommendations for improvements in program offerings.</li> <li>Communicate evaluation findings to constituents as appropriate.</li> </ul>	

**Administrative Responsibilities:**

<b>Direction</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>Assist in the planning of major public events and programs including, but not limited to: assisting with mass media efforts related to upcoming events and programs.</li> <li>Assist the Senior Nutritionist and Program Leader in multi-association team efforts through joint planning of multi-disciplinary programs and program activities to deliver the SNAP-ED Program.</li> </ul>	

<b>Management</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>Assist in identifying and recommending program needs (i.e. program supplies and materials) to the Program Leader.</li> <li>Solve problems and resolve conflicts that arise within the SNAP-ED Program, utilizing appropriate policies and procedures.</li> </ul>	

<b>Coordination/Operation</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>Organize and coordinate program activities related to SNAP-ED programming (i.e. food demonstrations, direct lessons to adults and youth, etc).</li> <li>Coordinate identified administrative aspects of the SNAP-ED Program to include, but not limited to: preparing correspondence, maintaining files, etc.</li> <li>Coordinate, compile and organize existing program resources and program materials.</li> <li>Assist the Senior Nutritionist, Program Leader, Communications Coordinator and Environmental Nutritionist in utilizing effective marketing strategies in the promotion of SNAP-ED programming efforts to include, but not limited to: print media, news media, social media, multi-media efforts and the environmental change initiative in collaboration with other Nutritionists in the SNAP-ED Program in the North Country Region.</li> <li>Assist in the promotion of major public events and programs including, but not limited to: assisting with mass media efforts related to upcoming events and programs.</li> <li>Utilize existing program materials to recruit adult and youth participants to the SNAP-ED Program. Materials will be distributed throughout the community at places to include, but not limited to, grocery stores, housing complexes, and DSS.</li> <li>Effectively maintain existing professional relationships with other agencies, organizations and businesses that promote effective communication and facilitate continued programming efforts.</li> <li>This position may require the transport of program materials and resources in performing position responsibilities.</li> </ul>	

<b>Professional Improvement and Other Duties as Assigned</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>In cooperation with Supervisor and/or Executive Director, jointly develop and pursue a professional development plan as a means to increase competencies relative to position accountabilities and to address changes in programming and association priorities.</li> <li>Collaborate in activities that are in general support of Cornell Cooperative Extension including but not limited to attendance at staff meetings, timely reporting of expenses, working with other staff, general marketing of Extension programs and other duties as assigned.</li> </ul>	

<b>Health and Safety</b>	<b>Applied to all duties and functions.</b>
<ul style="list-style-type: none"> <li>Support the association to maintain a safe working environment.</li> <li>Be familiar and strive to follow any applicable federal, state, local regulations, association health and safety policy/procedure/requirement and standard.</li> <li>Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified.</li> </ul>	

<b>EEO/EPO and Policy</b>	<b>Applied to all duties and functions.</b>
<ul style="list-style-type: none"> <li>Appreciate and embrace diversity in all interactions with clientele, staff, volunteers and the public.</li> <li>Assist the Cornell Cooperative Extension system in reaching out to diverse audiences.</li> <li>Aware of, and adheres to, established Cornell Cooperative Extension Association of Franklin County policies and procedures.</li> <li>Contribute to the overall success of the organization by performing all assigned duties in a professional, timely and accurate manner.</li> </ul>	

**Equal Opportunity Employment**  
*Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities.*

**For each factor below, choose the phrase that best fits the characteristics of this position:**

**SCOPE OF IMPACT OF THE POSITION:**

Moderate - beyond the program

**INTERACTION WITHIN ASSOCIATION:**

Provide guidance/coordinate activities/contribute to work groups

**INTERACTION WITH VOLUNTEERS:**

Provide information

**INTERACTION OUTSIDE ASSOCIATION:**

Conduct straightforward business; provide information

**COMPLEXITY OF SUPERVISION TO EMPLOYEES:**

Limited - Occasional guidance to co-workers

**COMPLEXITY OF WORK:**

Low - Under the guidance of immediate supervisor, occasionally adapts procedures to resolve unusual cases; makes some decisions requiring consideration of criteria

**LEVEL OF DECISION-MAKING ACTIVITY:**

Moderate - Within multiple functional areas

**SUPERVISION RECEIVED:**

Moderate - Very general direction

**SUPPORT SKILLS-WRITING**

Low - Usually issues standard responses

**SUPPORT SKILLS-COMPUTER**

Low - Uses basic business/technical programs/applications to perform responsibilities

**WORKING CONDITIONS:**

**ESSENTIAL PHYSICAL**

**REQUIREMENTS**

**\*:**

**VISUAL**

**:**

**HAZARDS:**

Typically lifts 20 to 50 lbs

Normal concentration<sup>[OBJ]</sup>

concentration

<sup>[OBJ]</sup>Limited exposure

*\* Check applicable level after considering reasonable accommodations*

**OPTIONAL:**

**SIGNATURES**

\_\_\_\_\_  
EMPLOYEE SIGNATURE

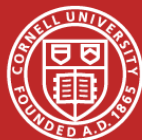
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DATE

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SUPERVISOR SIGNATURE

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DATE

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ASSOCIATION EXECUTIVE DIRECTOR SIGNATURE

\_\_\_\_\_  
DATE



## Skills for Success

(The following skills are essential for individual and organizational success.)

Skills	Examples of Demonstrated Behavior
<b>Health and Safety</b>	<ul style="list-style-type: none"><li>Support the association to maintain a safe working environment.</li><li>Be familiar and strive to follow any applicable federal, state, local regulations, association health and safety policies, procedures, requirements or standards.</li><li>Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified.</li></ul>
<b>Job Skills</b>	<ul style="list-style-type: none"><li>Demonstrates competence in tools, equipment, software and technologies to effectively complete assignments and job tasks.</li><li>Maintains professional certifications, licensing and education in functional expertise and effectively applies knowledge.</li><li>Understands, interprets and applies regulations, policies and contracts to deliver effective results.</li><li>Uses good judgment, information and observations to evaluate and recommend actions to support decisions and deliverables.</li></ul>
<b>Inclusiveness</b>	<ul style="list-style-type: none"><li>Demonstrates the ability to communicate across difference to create a collaborative, collegial, and caring community.</li><li>Increases cooperation, honesty, openness and a welcoming environment for all and speaks up when others are being excluded or treated inappropriately.</li><li>Supports/increases participation of key and diverse employees in career/professional development opportunities and in campus/community involvement.</li><li>Actively supports work/life integration in the workplace.</li><li>Recruits, hires and engages high performing diverse employees.</li></ul>
<b>Adaptability</b>	<ul style="list-style-type: none"><li>Anticipates and adapts to changing priorities and additional demands.</li><li>Is flexible, open and receptive to new information, ideas and approaches which enhance Cornell's capacity to thrive in the future.</li><li>Embraces, promotes and implements change.</li><li>Modifies one's preferred way of doing things when it benefits the whole focusing on long-term vision rather than short-term gains.</li></ul>
<b>Self-Development</b>	<ul style="list-style-type: none"><li>Is self-aware; seeks and acts upon performance feedback.</li><li>Seeks and acts on opportunities for development; takes measures to ensure personal well-being and balance.</li><li>Works to continuously learn and improve.</li><li>Applies learning to evolving assignments.</li></ul>
<b>Communication</b>	<ul style="list-style-type: none"><li>Expresses thoughts clearly, both orally and in writing.</li><li>Demonstrates effective listening skills; seeks to understand and be understood.</li><li>Asks questions and shares knowledge and information to help others clearly understand processes and desired results.</li><li>Gives, receives and acts upon helpful and timely feedback.</li></ul>
<b>Teamwork</b>	<ul style="list-style-type: none"><li>Shows respect, compassion and empathy for others, even in difficult situations, building an environment of trust.</li><li>Works effectively and cooperatively with others, willingly admitting mistakes and offering apologies.</li><li>Acknowledges the support and contributions of others, involving them as appropriate when outcomes will impact their work.</li><li>Has a positive attitude and understands how behaviors impact others.</li></ul>
<b>Service-Minded</b>	<ul style="list-style-type: none"><li>Is diplomatic, courteous and welcoming, striving to satisfy external and internal customers.</li><li>Supports ideas, solutions and changes to processes to ensure high quality outcomes.</li><li>Reaches out in a timely and responsive manner to resolve problems and conflicts.</li><li>Negotiates well, finding and orchestrating win-win solutions.</li></ul>
<b>Stewardship</b>	<ul style="list-style-type: none"><li>Strives to develop and implement best practices; encourages others to adopt a culture of sustainability and efficiency.</li><li>Demonstrates high standards of personal conduct and owns the consequences of one's own actions.</li><li>Exercises sound and ethical judgment no matter how difficult or contrary; considers environmental, economic, compliance and social impacts in decision-making.</li><li>Shows commitment to unit and Association goals and delivers results.</li></ul>
<b>Innovation</b>	<ul style="list-style-type: none"><li>Looks for advancements in products, processes, services, technologies or ideas.</li><li>Identifies opportunities in challenges and shows initiative to make changes.</li><li>Demonstrates innovative, creative and informed risk taking.</li><li>Shows foresight and imagination to see possibilities, opportunities and trends.</li></ul>