POSITION DESCRIPTION
Expanded Food and Nutrition Education Program Assistant
University of Florida – Leon County Extension

The Expanded Food and Nutrition Education Program (EFNEP) is a grant funded program to help limited-income families and youth acquire the knowledge, skills, attitudes, and changed behavior necessary to improve their diets and nutrition. This is a full time OPS position located in Leon County.

Assigned Geographic Areas: Leon County travel required. Travel outside of area may be required. Most mileage is reimbursed.

Full Time OPS Position: 40 hours, some evening and weekends may be required

Salary: $12.50 per hour, commensurate with experience/qualifications

Minimum Qualifications: High School diploma (College experience or degree preferred); Excellent written and oral skills required (some experience working with children preferred); Excellent computer skills required (proficient with internet applications, email, Microsoft programs)

Valid driver’s license and reliable transportation and travel required. Criminal history check required.

Primary responsibilities include:

- Plan and prepare nutrition lessons and activities using approved curriculum and teaching methods.
- Teach nutrition education classes to low-income youth and families using approved lessons plans. Primary sites are schools with a minimum of 51% or more students receiving free and reduced lunch. Other sites may include senior centers, community centers, after school programs and other locations.
- Collect and maintain demographic and data for evaluation. Submit reports to appropriate supervisors in accordance with deadlines and procedures.
- Learn through on-the-job training the skills and information related to teaching nutrition to low-income audiences. Develop and improve knowledge of food and nutrition subject matter. Participate in orientation and other training opportunities.

For more information or to apply contact:
Leon County Extension, 615 Paul Russell Road, FL 32301
(850) 606-5200 Contact: Betty Barton/Heidi Copeland

Submit application by: Friday, August 10th

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