

POSITION X2432 Extension Specialist, Nutrition Curriculum Coordinator

LOCATION Department of Family & Consumer Sciences, UT Extension, Institute of Agriculture, The University of Tennessee; Hybrid (possibly in Jackson, TN)

EFFECTIVE DATE Screening of applicants' credentials will begin immediately and continue until the position is filled. Anticipated start date is June 1, 2024.

SALARY AND BENEFITS

Salary is commensurate with training and experience. This is a grant-funded position. Continued employment is contingent upon performance and funding. Benefits include group hospitalization and life insurance, State Employees Retirement; Workers' Compensation; sick and annual leave; numerous University of Tennessee and state benefits programs, including liberal time off for holidays and longevity pay after three years of service; reimbursement for official travel.

JOB DESCRIPTION

The Extension Specialist, Nutrition Curriculum Coordinator, reports to the Assistant Dean for the Department of Family & Consumer Sciences (FCS) and works under the direction of the State Program Director for the Supplemental Nutrition Assistance Program Education Program: Tennessee Nutrition Consumer Education Program (SNAP-Ed:TNCEP) and the Expanded Food and Nutrition Education Program (EFNEP). This specialist provides leadership in the nutrition subject matter for a statewide nutrition education program taught to individuals and families eligible to receive Supplemental Nutrition Assistance Program (SNAP) benefits and to participants in the Expanded Food and Nutrition Education Program (EFNEP). This position works as a team member in coordination of planning, implementing, evaluating, and reporting phases of the curricula. The specialist will ensure that the information presented is evidence-based focused on the message of dietary quality. The position includes assignments to support the educational programs of the Extension Service. Continuation of this grant-funded position is dependent upon continued TNCEP funding through US Department of Agriculture (USDA) and the Tennessee Department of Human Services (TDHS)

RESPONSIBILITIES

This position has statewide responsibilities and will perform the following duties:

Under the direction of the TNCEP/EFNEP State Project Director and in collaboration with other specialists:

- Assist in assessing, implementing, evaluating and reporting for the TNCEP/EFNEP programs.
 - Conduct statewide needs assessment and environmental scanning for TNCEP/EFNEP nutrition education to meet the needs of eligible clients.

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University. Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 McRose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.

- Develop statewide nutrition interventions that will address the goals of the TNCEP/EFNEP program and meet the needs identified in the assessment.
- Collect, evaluate, design and/or adapt evidence-based nutrition education curricula materials that:
 - are appropriate for diverse cultural, age and literacy levels of targeted audiences.
 - provide measurable evaluation outcomes.
 - meet allowable criteria of the federal SNAP-Ed Guidance.
 - encourage use of innovative education delivery methods.
- Participate in formative, process, outcome and/or impact evaluation and reporting for TNCEP/EFNEP curricula and nutrition education materials.
- Assist with development of TNCEP/EFNEP policies and procedures related to nutrition education.
- Monitor TNCEP/EFNEP county reporting related to nutrition education activities and interpret information collected to enhance ongoing program development.
- Conduct county TNCEP/EFNEP program reviews in cooperation with the TNCEP/EFNEP Project Director and discuss findings with appropriate administrators.
- Provide leadership for use of TNCEP/EFNEP approved curricula and educational materials.
 - Coordinate and distribute program support resources for direct and indirect education and social marketing.
 - Routinely review nutrition education materials used in county TNCEP/EFNEP programming and provide feedback to administrators, TNCEP/EFNEP state specialists, Extension agents and program assistants as needed.
 - Work closely and collaborate with FCS Nutrition Specialists.
 - Develop and present current, research-based statewide training on nutrition subject matter, educational delivery methods, and relevant program policies and procedures to Extension agents and TNCEP/EFNEP program assistants.
 - Deliver training in the most effective means possible while modeling exemplary teaching methods.
 - Publish newsletters and/or other materials on current nutrition news for program participants to be distributed statewide and used in local program delivery.
- Assist with budgetary and administrative functions of the TNCEP/EFNEP Program
 - Prepare the nutrition education intervention section for the annual TNCEP grant proposal, including identification of necessary funds to conduct the intervention.
 - Recommend curricula and nutrition reinforcement items to be purchased and materials to be published for statewide distribution.
 - Review and approve county requests for nutrition education materials and supplies used in program delivery to assure purchases at the county level are reasonable, necessary and

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allowable as defined by the federal guidance and are in compliance with the fiscal policy of UT, TDHS and USDA.

- Interpret and communicate TNCEP nutrition policies, reports and subject matter to participating counties and administrators on a regular basis, in collaboration with the TNCEP/EFNEP Project Director.
- Effectively maintain partnerships with external stakeholders.
- Participate in program activities that meet the needs of eligible clientele regardless of race, color, national origin, sex, age, disability, religion, or veteran status.
- Work toward continued excellence of TNCEP/EFNEP in Tennessee by keeping current in assigned subject matter area; maintaining professional registration and licensure; and striving for professional improvement by means of study, seminars, professional meetings and self-evaluation.
- Assume other duties as necessary or as assigned.

QUALIFICATIONS

- Earned Master's Degree in Nutrition, Food Science, Community Nutrition, Public Health, Health Education or related field with at least one degree in Nutrition
- Registered Dietitian or Eligible for registration with the Commission on Dietetic Registration preferred
- Doctorate in related field preferred

EXPERIENCE

- Minimum of 5 years' work experience in an area of foods and nutrition, including a minimum of 1 year experience in community nutrition education
- Experience with nutrition curriculum development
- Experience with Extension preferred
- Demonstrated ability to plan, conduct, and evaluate nutrition education in a community setting
- Demonstrated ability to teach nutrition subject matter and educational methods to diverse audiences
- Knowledge of learning theory and varied teaching methods for different age groups and literacy levels
- Ability to organize, apply sound judgment and complete assignments in a timely manner both independently and as part of a team

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- Ability to communicate and collaborate effectively with both intradisciplinary and interdisciplinary teams
- Ability to conduct literature reviews
- Excellent written and verbal communication skills
- Strong computer literacy skills, especially with Microsoft Office applications

TO APPLY:

Please apply online by clicking this link: [External Applicants](#) [Internal Applicants](#)

Submit a complete application packet which includes a 1) letter of interest, 2) a resume or curriculum vitae, 3) and official or unofficial transcripts showing degree(s) conferred.

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