

# Family Nutrition Program Assistant (Adult) - Spotsylvania County

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**Work type:** Staff

**Senior management:** Agriculture & Life Sciences

**Department:** Family Resources Program

**Location:** Spotsylvania, Virginia

**Categories:** Agriculture / Life Science

## Job Description

The Virginia Cooperative Extension Family Nutrition Program Assistant (Adult) assists caregivers of young children and other limited-resource participants who meet federal eligibility guidelines to eat healthier meals and snacks and obtain the best nutrition at the lowest food cost. In collaboration with many organizations, the Virginia Family Nutrition Program aims to help reduce the risk of nutrition insecurity by working with families to gain practical skills that result in changed behaviors to shop smart, eat smart, and move more.

The individual in this position will recruit, enroll, and teach adult participants individually or in group settings (in-person, by phone, or using video-conferencing) about basic principles of food resource management, food preparation, nutrition, and physical activity. This position involved collaborating with local agencies and organizations that work with limited-resource families, marketing the program, and collecting evaluation records for all programs.

The Family Nutrition Program Assistant (Adult) is an employee and representative of Virginia Cooperative Extension and works under the supervision of an Area Coordinator. The person in this position is expected to travel to provide in-person programs and build community partnerships. Renewal of the position is contingent on the availability of funds.

## Required Qualifications

- High school graduation or G.E.D.
- Excellent written, verbal, and listening skills
- Experience communicating information, skills, or teaching others
- Experience working directly with people from diverse racial, ethnic, cultural,

and socio-economic backgrounds, especially individuals living in poverty or with limited resources

- Appreciation for diversity, equity, and inclusion, and the ability to relate to others with respect and dignity
- Evidence of being a self-starter, with drive and initiative.
- Ability to assume responsibility and work independently in an organized manner, without close supervision. Document efforts and seek guidance as needed.
- Experience maintaining accurate, legible records.

### **Preferred Qualifications**

- Experience working with: community resources of the position and potential clients; or knowledge of the community and social service programs for limited-resource families.
- Personal or work-related experience with federal nutrition assistance programs (WIC, SNAP, Commodity Foods, National School Breakfast, and Lunch Programs).

### **Pay Band**

3

### **Appointment Type**

Restricted

### **Salary Information**

Commensurate with Experience

### **Close Date**

August 20, 2023

### **Additional Information**

- Expected to travel regularly within the locality to provide in-person programs and build partnerships and occasionally travel within the state and overnight for training purposes.
- Valid Driver's License and reliable, personal transportation required. Transportation must be maintained while employed. The vehicle must be compatible with transporting teaching materials.
- Computer literacy including Word, Excel, e-mail, and video-conferencing.

- Ability to lift and carry educational materials and cooking/food supplies to program sites (up to 20 lbs.).
- This position is not eligible for telework.

The successful candidate will be required to have a criminal conviction check.

Must have a driver's license check.

Must have an acceptable and safe driving record.

### **About Virginia Tech**

Dedicated to its motto, *Ut Prosim* (That I May Serve), Virginia Tech pushes the boundaries of knowledge by taking a hands-on, transdisciplinary approach to preparing scholars to be leaders and problem-solvers. A comprehensive land-grant institution that enhances the quality of life in Virginia and throughout the world, Virginia Tech is an [inclusive community](#) dedicated to knowledge, discovery, and creativity. The university offers more than 280 majors to a diverse enrollment of more than 36,000 undergraduate, graduate, and professional students in eight [undergraduate colleges](#), a [school of medicine](#), a [veterinary medicine](#) college, [Graduate School](#), and [Honors College](#). The university has a significant presence across Virginia, including the [Innovation Campus](#) in Northern Virginia; the Health Sciences and Technology Campus in Roanoke; sites in Newport News and Richmond; and numerous [Extension offices](#) and [research centers](#). A leading global research institution, Virginia Tech conducts more than \$500 million in research annually.

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If you are an individual with a disability and desire an accommodation, please contact Meghan Garrett at [megarret@vt.edu](mailto:megarret@vt.edu) during regular business hours at least 10 business days prior to the event.

**Advertised:** August 7, 2023

**Applications close:** Open until filled Eastern Daylight Time