

# Wildcat District EFNEP– Nutrition Extension Agent



**Lead the Expanded Food & Nutrition Education Program (EFNEP) in the Wildcat Extension District.**

Apply online for [K-State Careers search #519243](#).

For more information visit [ksre.k-state.edu/about/careers](https://ksre.k-state.edu/about/careers).

## POSITION DESCRIPTION AND RESPONSIBILITIES

### ABOUT THIS ROLE

#### Title

Extension Agent.

#### Primary responsibility

Expanded Food and Nutrition Education Program (EFNEP) and Supplemental Nutrition Assistance Program Education (SNAP-Ed) management and programming.

#### Application deadline

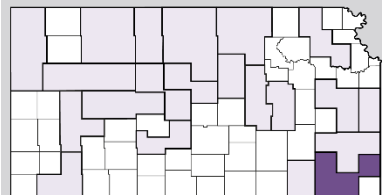
Monday, March 24, 2025.

*Interviews will be held April 7, 2025.*

#### Location

Offices in Altamont, Fredonia, Girard, Independence and Pittsburg, KS;

**primary office is negotiable.**



The Wildcat District proudly serves the 98,000+ residents of Crawford, Montgomery, Labette and Wilson Counties. Our large team of 14 specialized agents, six office professionals and multiple nutrition educators is active, positive, and team-oriented.

We work with community partners in all four counties and deliver research-based information related to agriculture, natural resources, youth development, family life, health, wellness, community vitality, and more.

Extension agents are professional educators, community connectors and innovators who serve as a link between Kansas State University and communities across Kansas. EFNEP agents are jointly responsible to the director of K-State Research and Extension (represented by a designated administrator), the local extension board, and the Kansas Extension Nutrition program coordinator.

- Manage the Wildcat District's Expanded Food and Nutrition Education Program (EFNEP) and Supplemental Nutrition Assistance Program Education (SNAP-Ed) efforts to prevent nutrition and activity-related chronic disease by empowering limited-resource Kansans to achieve healthy lives, improve food security, and reduce health disparities.
  - Provide primary supervision for any EFNEP nutrition assistants, SNAP-Ed nutrition educators, and student nutrition assistants employed in Wildcat District.
- Lead the development, implementation, and evaluation of research-based nutrition educational programming to support successful families and the systems that serve them. Programming may include but is not limited to: food preparation, nutrition, food safety, food resource management, household food security, and physical activity promotion. Major efforts will target limited-resource families and individuals.
- Share responsibility for community vitality programming that helps our communities become better places to live, work, and play by strengthening social, civic, economic, and technological capacity through leadership development and civic engagement.
- Successful extension programs require agents to:
  - Identify local needs and emerging issues related to K-State Research and Extension's five Grand Challenges (water and natural resources; community vitality; health; developing tomorrow's leaders; and global food systems) by engaging with program development committees and other community organizations and professionals.
  - Design appropriate educational strategies to respond to emerging needs and engage clientele by aligning with the imperatives of the [K-State Next-Gen Strategic Plan](#). Strategies might include educational programming in a community-based setting; events and activities that provide experiential learning opportunities; use of innovative technologies; individual educational consultations; and group facilitation.
  - Collaborate with local partners to meet community and programmatic needs.
  - Recruit and manage volunteers to further the reach and impact of extension programming.
  - Develop and implement strategies to serve all community audiences.
  - Collect and communicate evidence of educational program impact.
  - Cultivate expertise in a subject matter competency area by engaging as a member of the Nutrition, Food Safety and Health Program Focus Team.
- Pursue internal and external funding to support educational programming.
- Serve as a member of the Wildcat District team, cooperating in the planning and delivery of district-wide programming and related events.

## MINIMUM QUALIFICATIONS

- Bachelor's degree.
- At least one year of supervisory experience.
- Academic coursework, professional development, or prior employment related to the position responsibilities.
- Evidence of strong academic and/or professional performance, as documented by college transcripts or documented success in increasingly responsible professional positions.
- Ability to communicate effectively, both orally and in writing, with individuals, groups, and through mass media.
- Familiarity with or interest in working with people from various backgrounds, and a commitment to supporting and enhancing K-State's initiative for access and opportunity.
- Ability to work a flexible schedule which will include nights, weekends, and overnight travel.

## OTHER QUALIFICATIONS

- **Applicants must be currently authorized to work in the United States at the time of employment.**
- Access to a personal vehicle and the ability to obtain/maintain a valid driver's license.

## PREFERRED QUALIFICATIONS

- Master's degree.
- More than two years of supervisory experience.
- Registered dietitian, licensed nutritionist, Master of Public Health, or related certification.
- Commitment to personal and professional development.
- Competence using electronic communication and computer applications to fulfill programming responsibilities.
- Experience working with limited-resource families and diverse audiences.
- Self-motivation and ability to work with minimal supervision while balancing multiple projects.
- Understanding of educational program design, promotion, implementation, and evaluation.
- Experience with volunteer recruitment, support, and management.
- Skills in group facilitation.
- Knowledge of adult and youth teaching/learning processes.
- Experience seeking and administering external grant funding.
- Ability to communicate effectively with both English and Spanish-speaking learners.

## MORE INFORMATION

### Salary, Benefits, And Professional Development:

- Salary commensurate with professional experience and available funding as negotiated by the regional extension director, the local extension board, and the applicant.
- Extension agents are Kansas State University educators and have the Board of Regents retirement plan; eligibility for health and life insurance; and earn vacation and sick leave. See a [complete list of benefits](#).
- Reimbursement for travel related to achieving program objectives.
- New agents will be provided with comprehensive Early Career Professional Development training throughout their onboarding period. This series will include virtual and in-person training and networking opportunities.
- Tuition assistance is available to full-time employees and their spouse/dependents.

### Learn More About Working With K-State Research and Extension:

- Visit the [K-State Research and Extension website](#).
- Contact Jennifer Wilson, Leader of Extension Operations via email ([jrwilson@ksu.edu](mailto:jrwilson@ksu.edu)) or phone (785-532-5790) with questions.

### Equal Employment Opportunity:

Kansas State University is an Equal Opportunity Employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, disability, or status as a protected veteran.

### Background Screening Statement:

In connection with your application for employment, Kansas State University will procure a Background Screen on you as part of the process of considering your candidacy as an employee.