WORKING TITLE: Dane County Nutrition Administrator (100%)

OFFICIAL TITLE: Associate Administrative Program Specialist

GEOGRAPHIC AREAS SERVED: Primarily Dane County.

OFFICE LOCATION: Dane County UW Extension, 5201 Fen Oak Drive, Madison, WI 53718

PURPOSE AND PRIMARY FOCUS OF POSITION:
The purpose of this position is to provide leadership for the Dane County Nutrition Education Program including: collaborating with local agencies to ensure the delivery of nutrition education to low-income residents (especially people who are eligible to receive SNAP (formerly known as food stamps) or FoodShare), staff training and supervision, and managing the program budget. This position will work collaboratively with the Dane County Healthy Communities Coordinator in providing leadership to interventions to address diet-related disparities by contributing to advancing policy, systems, and environmental changes to promote healthy eating and physical activity behaviors among low-income residents. The Dane County Nutrition Education Program is a major effort within Cooperative Extension Family Living Programs. The aim of Family Living Programs is to enhance the quality of family and community decisions that affect the family and to increase the abilities of families to adapt to and effect change.

PRIMARY DUTIES/ESSENTIAL JOB FUNCTIONS:
- Provide leadership and direction for direct nutrition education programming in Dane County
- Develop and manage the Nutrition Education Program budget
- Recruit, train and supervise Nutrition Education Program staff members
- Plan, implement and teach culturally relevant educational programs for low-income families and individuals including topics such as choosing healthful food, food safety and storage, food buying and selection, food needs of family members and managing the food budget
- Conduct and collect ongoing assessments of community educational needs; create plans of work that address these needs within scope of this position
- Work collaboratively with the Dane County Healthy Communities Coordinator and community partners to align direct education programming efforts to multi-level policy, systems and environmental change interventions to promote healthy eating and physical activity for target audience
- Reach and engage diverse audiences in ways that are inclusive and do not discriminate to ensure full access to programs, facilities and educational services
- Conduct and report on program evaluations to improve program effectiveness and demonstrate value to programmatic and funding partners
- Contribute to scholarly work in keeping with the purpose of this position
- Build, strengthen and sustain trust-based relationships to promote cooperative and respectful work environments
- Develop and maintain relationships with programmatic and funding partners in ways that effectively communicate the value of Extension
- Collaborate with program-related community coalitions and partnerships
- Regularly consult with and report to Extension partners at the county and state levels to ensure accountability
- Develop and follow a professional development plan to ensure proficiency in priority content, current research and relevant competencies
- Be responsive to evolving position, program, office and organizational needs; perform adjusted or additional duties as requested
- Contribute leadership, as needed, to ensure effective Extension office operations
- In keeping with the purpose of this position, while training and supervising educators, strive to promote and practice healthy eating and, as physically able, low impact physical activity concepts

WORKING CONDITIONS:
- Make individual arrangements for transportation adequate to meet position responsibilities and essential job functions
- Assume weekly travel throughout the Dane and occasional travel within the state
- Work evenings on a regular basis and occasionally on weekends, as needed, to meet local needs

ACCOUNTABILITY RELATIONSHIPS:
The primary accountability relationships for this position are with the Southwest Regional Director (hiring authority), the Family Living Programs State Office, and the Dane County Department Head.

TO BE CONSIDERED ELIGIBLE FOR THIS POSITION, YOU MUST MEET ALL OF THE FOLLOWING MINIMUM QUALIFICATIONS:
- Bachelor degree in a related field such as nutritional sciences, dietetics, family/consumer sciences, community health education, public health, public health administration, or adult education
- Demonstrated understanding of and ability to work cooperatively with other agencies and other community-based organizations
- Ability to plan, implement or teach educational programs
- Ability to work at a community level and partner with others to address educational needs
- Knowledge and skills to effectively interact with people from different cultural backgrounds, including those associated with race, ethnicity, national origin, religion, socioeconomic status, age, gender, disability, sexual orientation, and other aspects of human diversity
- Demonstrated ability to supervise and manage staff
- Experience in budget development and fiscal management
- Demonstrated programming planning skills

BEST QUALIFIED APPLICANTS MAY ALSO DEMONSTRATE THE FOLLOWING PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:
- Master degree in a related field such as nutrition, public health, management, business, or adult education
- Ability to speak, read and write in a second language, preferably Spanish or Hmong
- Ability to keep accurate, complete and timely work records
- Demonstrated educational program development skills including planning and implementing programs; evaluating learning experiences; and communicating program impact and value to stakeholders
- Demonstrated skills in interpreting, utilizing and applying evidence-based information and research findings
- Demonstrated understanding of and ability to work cooperatively in a team setting
- Experience developing effective partnerships or coalitions with community partners and local governments
- Successful volunteer or paid experience working with people from diverse backgrounds and experiences
- Demonstrated skills in building and maintaining professional work environments
- Strong interpersonal relationships and problem-solving skills in a team setting
- Knowledge of adult learning principles
- Effective group facilitation skills
- Effective organizational skills
- Effective communication and presentation skills using a variety of methods and technologies
- Knowledge of the legacy of Cooperative Extension as part of the U.S. system of land-grant institutions, dedicated to service in the public good

**TYPE OF APPOINTMENT:**
This position is fixed term terminal academic staff appointment in the University of Wisconsin-Extension division of Cooperative Extension and is subject to University of Wisconsin System, University of Wisconsin - Extension, and Cooperative Extension personnel policies. Under University of Wisconsin – Extension 10.01 (1), fixed term terminal academic staff appointments are for a definite period of time as specified in the appointment letter and do not carry a guarantee of employment beyond the stated term, regardless of how many times an employment contract is offered to the employee. Fixed term terminal appointments are not subject to the notice periods in University of Wisconsin – System 10.05 and University of Wisconsin – Extension Chapter 10.07. Reappointment to this position after the initial term is dependent upon availability of funding and performance.

**POSITION CLARIFICATION:**
This position is subject to University of Wisconsin-System, University of Wisconsin Extension and Cooperative Extension human resource policies. This position description is not intended to be comprehensive in nature given the changes in primary duties/essential job functions and position expectations that can occur over time in response to emerging and assessed community, program and organizational needs. Changes to this position description are subject to the approval of the Cooperative Extension Human Resource Development Office and those to whom the position is accountable.

**POSITION BENEFITS AND SALARY:**
State of Wisconsin benefits (https://www.wisconsin.edu/ohrwd/benefits/), including retirement, vacation, sick leave, health insurance, and other insurances. Salary range commensurate with qualifications: $48,000 - $52,000

**EQUAL OPPORTUNITY:**
As an affirmative action employer, University of Wisconsin -Extension provides equal opportunity in programs and employment; and is strongly committed to maintaining a climate supportive of respect for differences and equality of opportunity. University of Wisconsin -Extension does not discriminate on the basis of age, race, creed, color, disability, sex/gender, sexual orientation, national origin, ancestry, religion, marital status, or identity as a veteran, disabled veteran, Vietnam veteran or any other military service, arrest record or non-program related conviction record. *We promote excellence through diversity and encourage all qualified individuals to apply.*

Materials will be made available in alternative format upon request. Please call 711 if you are hearing or speech impaired and need assistance. Direct inquiries concerning equal opportunity to: University of Wisconsin-Extension Office of Equity, Diversity and Inclusion, Room 501, 432 N. Lake Street, Madison, WI 53706; 608.262.0277 office; 608.890.0259 fax.
CRIMINAL BACKGROUND CHECK:
A criminal background check will be conducted prior to employment. Completed consent forms will be requested at the time of final interviews. In compliance with the Wisconsin Fair Employment Act, convictions and pending charges will be considered only as they relate to this position.

Date Posted: 07/29/2016
Closing Date: 09/06/2016

APPLICATION PROCEDURE AND DEADLINE:

1) APPLICATION DUE DATE: To receive full consideration, application materials must be received by September 6, 2016 and include all of the following (WHEN UPLOADING DOCUMENTS, PDF FORMAT IS PREFERRED):
   a. COVER LETTER (up to two pages) in which you summarize how your qualifications meet those of the position. Please note that your response will be evaluated not only for content but for written communication skills as well. You are encouraged to refer to formal education, training, professional work history, volunteer work, research and any related life experiences in your response. Please follow the guidelines below to ensure your cover letter is as complete a summary of your qualifications as possible:
      - Prepare a summary paragraph for each of the listed Minimum Qualifications.
      - Include a paragraph that summarizes the knowledge, skills and abilities which you possess as particular strengths, beyond the minimum qualifications (see Best Qualified section).
      - If an “Initial Position Focus” is specified on the first page of the position description, describe any relevant experience you have related to the “Initial Position Focus”.
   b. PROFESSIONAL RESUME, including related education, professional work history and volunteer experience.
   c. CONTACT INFORMATION FOR THREE (3) PROFESSIONAL WORK REFERENCES, including at least one person who has been your immediate supervisor. For each reference, please indicate the nature of your professional relationship and include the persons title, e-mail address and telephone number.
   d. FINAL COLLEGE TRANSCRIPTS for each of your degrees. Unofficial copies of final college transcripts are acceptable when applying for this position. Official final college transcripts are required upon hire.

Please upload only the materials requested above. Any documents, other than those requested, will be deleted from your application. Application materials that do not comply with these instructions are incomplete and will not be considered. Applications received after the application due date will be accepted through the conclusion of the initial application screening process.

The University will not reveal an applicant’s identity who has requested confidentiality during the application process, unless or until there is a public records request and he or she is the successful candidate. See Wis. Stat. Sec. 19.36(7)(b).
A criminal records review will be conducted prior to employment. Completed consent forms will be requested at the time of final interviews. In compliance with the Wisconsin Fair Employment Act, convictions and pending charges will be considered only as they relate to this position.

**HOW TO APPLY:**
Please click on the link below to apply. Please scroll down and choose either External or Internal Applicant buttons.