

Agent Assistant I/II - Expanded Food and Nutrition
Education Program (Geneva & Dale Counties)
Auburn University

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Posted Dec. 1, 2020, set to expire Apr. 15, 2021

Job Title	Agent Assistant I/II - Expanded Food and Nutrition Education Program (Geneva & Dale Counties)
Department	Geneva County
Institution	Auburn University Auburn, Alabama
Date Posted	Dec. 1, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Health Services Communications/Public Relations Agriculture/Animal Care
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Job Description

Job Summary

This position will work in the Geneva County Extension Office. This is a one year limited term position. Continued employment is based on the continuation of extramural funding and is subject to renewal on an annual basis.

The Alabama Cooperative Extension Expanded Food and Nutrition Education Program (EFNEP) Agent Assistant will work in and serve clients in Geneva and Dale Counties. The Agent Assistant will be responsible for conducting nutrition education programs with limited-resource participants in a group setting.

The EFNEP Agent Assistant should possess knowledge of food and nutrition as they relate to

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providing an adequate and affordable diet for a family. The EFNEP Agent Assistant will report to the County Extension Coordinator; receive initial and continuous training from staff; follow EFNEP guidelines and utilize EFNEP nutrition subject matter content with participants; maintain records; maintain a caseload according to EFNEP policies and procedures; and follow established guidelines as required by State and CSREES/USDA.

The Agent Assistant will work a flexible 40-hour work week schedule to include early mornings and late afternoons, based on the needs of participants.

Essential Functions

Must have effective communication and human relation skills; a working knowledge of operating a personal computer, including a demonstrated competency using Microsoft Word software; an understanding of basic mathematical skills; excellent organizational skills to efficiently and accurately maintain records; and ability to work collaboratively and professionally with families and co workers is essential; must have a sincere interest in working with volunteers and professional staff in an educational setting; decision making and leadership skills; a willingness to become familiar with and work within the philosophy and guidelines of the Alabama Cooperative Extension System and have access to reliable transportation.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact