

**UNIVERSITY OF MARYLAND EXTENSION
COLLEGE OF AGRICULTURE AND NATURAL RESOURCES**

POSITION ANNOUNCEMENT

Title: *Agent Associate*

Functional Title: *SNAP-Ed Project Leader and Nutrition Educator—Wicomico County*

Position Number: 122201

Category Status: *Faculty, Non-Tenured, Continuing Contract (This is a Non-State Funded Position)*

Unit: *AGNR-UME-Family and Consumer Sciences*

Position Summary/Purpose of Position:

This position is a 12 month, term appointment. The full-time position is part of the Supplemental Nutrition Assistance Program - Education (SNAP-Ed) conducted by the University of Maryland Extension. The educator will deliver nutrition education programs to low income residents in Wicomico County with emphasis on reaching food supplement (stamp) recipients. The position will be housed in the Wicomico County Extension office in Salisbury, MD.

Responsibilities Include:

- Serve as Project Leader for Wicomico County SNAP-Ed Project.
- Develop the SNAP-Ed annual proposal with input from collaborators.
- Manage SNAP-Ed project budget, including tracking and documenting expenditures.
- Plan and conduct nutrition education programs for Supplemental Nutrition Assistance Program (SNAP) participants in Wicomico County.
- Collaborate with local food assistance programs to develop and distribute nutrition information.
- Develop and maintain collaborative relationships with community organizations to plan, implement, and evaluate programs and seek new partnerships to deliver nutrition education programs, with a focus on multi-level interventions as depicted in the Socio-Ecological Model.
- Use SNAP-Ed evaluation instruments to conduct program assessment and report formative, process, and outcome evaluation data.
- Attend SNAP-Ed staff development programs and participate in monthly conference calls.

Minimum Qualifications:

Required—

- Bachelor's Degree in nutrition, health education, or a related field.
- Applicants must be self-motivated, flexible, innovative, and resourceful with skills and experience in conducting community-based education programs.
- A valid driver's license and access to an automobile for travel in Wicomico County and to SNAP-Ed trainings.
- Successful candidate is required to obtain a clear background check by the State of Maryland and the FBI.

Preferences—

- Master's Degree.
- Experience in community organizing and/or partnering with grassroots communities and schools.
- Experience in writing grants and securing funds for projects.
- Experience working with diverse community stakeholders.
- Experience in conducting nutrition education activities involving food.

Background Check:

Offers of employment are contingent on completion of a background check. A prior criminal conviction or convictions will not automatically disqualify a finalist from employment in the position.

Salary:

Salary will be commensurate with experience with a base salary of \$58,226. The University of Maryland offers an extensive benefits package.

Physical Demands:

A routine part of this position's responsibilities would be to transport materials to and from teaching/event locations, including loading and unloading the vehicle. The employee will frequently lift and/or move items weighing up to 20 pounds. Set-up and tear-down of displays, tables, and chairs would be necessary at many teaching sites.

Closing Date: until filled

Applications:

All candidates must apply online at <https://ejobs.umd.edu>. When applying, please submit application letter, resume, copy of transcripts and names/contact information of 3 professional references.

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