Food Sense Program
Nutrition Education Assistant

Position Summary:

WSU Whatcom County Extension is hiring several part-time temporary staff to teach one or more series of basic nutrition lessons to low income adults and youth in a variety of settings. The Nutrition Educator will use existing evidence based curriculum and will be responsible for record keeping and data collection. Training will be provided.

Specific Duties:

1. Teach basic nutrition classes to youth and/or adults.
2. Be prepared to lead each lesson, including food, equipment and supply preparation.
3. Attend staff trainings/meetings.
4. Perform all necessary record keeping duties including in-kind time sheets, group or individual enrollment forms, pre and post assessments and personal time sheets.
5. Pick up and return materials from WSU Whatcom County Extension office.
6. Assure all materials are refreshed, cleaned and ready to use for the next session.
7. Set up and clean up classroom work area after each session.
8. Communicate with Food Sense Program Assistant and/or Program Director about supply needs or any other concerns.
Desired Experience and Skills

1. Teaching experience preferred with youth and/or adults
2. Experience delivering established curricula.
3. Experience with or knowledge of basic nutrition.
4. Knowledge of gardening skills helpful.
5. Human service, social science and/or education training and experience necessary.
6. Ability to work as part of a team.
7. Ability to work a flexible schedule, including weekdays and/or weeknights.
8. Valid Washington State Driver’s License, Current Insurance required, Food Handler’s Permit upon hire.

Pay is $12.00 per hour. Hours vary depending on program schedule. School based programs run in 6 week chunks throughout the school year. NO benefits are provided. The positions will start in mid-September, 2006, and run through Sept. 2007. Employment starting on October 1, 2006, is contingent on approval of the federal contract. There are at 4-5 positions available depending on the availability of successful candidates. To apply, submit a letter of interest and a brief resume to Drew Betz, WSU Whatcom County Extension, 1000 No. Forest, Suite 201, Bellingham WA 98225 or submit it electronically to betz@wsu.edu by August 18, 2006. Interviews will be held August 31st and September 1st. The positions will be open until filled.

Washington State University is an Equal Opportunity/Affirmative Action educator and employer. Women, ethnic minorities, Vietnam-era or disabled veterans, persons of disability and/or persons age 40 and over are encouraged to apply.

WSU employs only US citizens and lawfully authorized non-US citizens. All new employees must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services.

Reasonable accommodations provided upon request with adequate prior notification.