



Mason  
County

WASHINGTON STATE UNIVERSITY  
EXTENSION

## Mason County SNAP-Ed Nutrition Educator (part-time) Job Posting

Washington State University Extension has two (2) part-time positions open in Mason County.

Appointment Status: Hourly, time-slip – Approximately 17 hours per week for 10-12 months

Organization/Location: WSU Extension – Mason County (Shelton, WA)

Working Title: SNAP-Ed Program Assistant (Nutrition Educator)

**Application Due Date:** November 11, 2016

### **Position Purpose:**

The purpose of this position is to function as a community educator to teach lessons to limited income youth and adult groups on healthy food choices, shopping for food and keeping food safe; participate in evaluation activities; participate in back to school activities, health and wellness fairs, and other school and community events; and seek opportunities for positive food and activity behavioral changes in the lives of participants. Experience with low income families and culturally diverse communities is desirable. Bi-lingual (English/Spanish) is preferred.

### **Minimum Qualifications:**

This position requires college experience in education, home economics, foods, nutrition or related field preferred. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.

- Experience and working knowledge of youth development.
- Preferred experience, interest and/or knowledge of eating healthy, and nutrition concepts.
- Experience or working knowledge of working with adult audiences.
- Excellent written and oral communication skills.
- Strong computer literacy skills.
- Ability to work independently and as part of a collaborative team.
- Good organizational ability and attention to detail.
- Commitment to diversity networking with individuals, groups, communities and organizations.

- Valid driver's license and have a car for transportation with insurance.
- Hold a food handlers card (within the 1<sup>st</sup> 30 days of employment).

***Employment is contingent upon passing a Washington State Patrol background screening.***

### **Salary:**

This is a project position expected to end on 9/30/2017. Renewal is dependent on satisfactory performance, the need for extension to complete the project and/or if additional funding is secured to extend employment. Time-slip appointment, hourly wage \$12-\$15 depending on experience.

### **Application Requirements:**

**APPLICATION DUE DATE:** To receive full consideration, application materials must be received by **November 11, 2016** (when uploading documents, pdf format is preferred):

1. **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:
  - Please address each of the listed **MINIMUM QUALIFICATIONS**.
  - Include a paragraph that summarizes the **PREFERRED** knowledge, skills and abilities which you possess as particular strengths, beyond the minimum qualifications.
2. **PROFESSIONAL RESUME**, including related education, professional work history and volunteer experience.
3. **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 their title, e-mail address and telephone number.

Send Cover Letter, Resume and References to:

Christine Ciancetta  
SNAP-Ed Nutrition Program Acting Director  
Washington State University Extension, Mason County  
303 N 4<sup>th</sup> Street  
Shelton, WA 98584  
OR – send email and attachments to:  
[christine.ciancetta@wsu.edu](mailto:christine.ciancetta@wsu.edu)

WASHINGTON STATE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EDUCATOR AND EMPLOYER. Members of ethnic minorities, women, special disabled veterans, veterans of the Vietnam era, recently separated veterans, and other protected veterans, persons of disability and/or persons age 40 and over are encouraged to apply.

**WSU is committed to excellence through diversity, has faculty friendly policies including a partner accommodation program, and a NSF ADVANCE Institutional Transformation grant (see <http://www.excelinse.wsu.edu/>).**

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

Washington State University is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact Human Resource Services: 509-335-4521(v), Washington State TDD Relay Service: Voice Callers: 1-800-833-6384; TDD Callers: 1-800-833-6388, 509-335-1259(f), or [hrrs@wsu.edu](mailto:hrrs@wsu.edu).