



THE UNIVERSITY OF ARIZONA

Cooperative Extension

Navajo County

extension.arizona.edu/navajo

Position Title: Community Outreach Assistant II (Holbrook, AZ) (Staff)
Job Posting #: REQ 2149 & REQ2167 **Job Open Date:** August 21, 2020
Department: Navajo County Cooperative Extension **Full/Part Time:** Full time
Posted Rate of Pay: \$13.50 per hour **Benefits:** Yes

Position Summary:

This position will assist County Extension and the Community Outreach Manager to meet the goals and objectives of the SNAP-Ed program in Navajo and Apache County, including the Navajo Nation, Hopi Tribe and White Mountain Apache Tribal Lands. This position will provide support in the fields of Policy, Systems, and Environment (PSE) and Direct Education in food systems, school health, active living and early childhood through the use of approved curricula and resources. This position will attend and provide workshops, community events, meetings and direct education events to approved sites to meet the PSE and Direct Education goals and objectives of the SNAP-Ed program.

Duties and Responsibilities:

- Assists in the development and presentation of subject matter in nutrition, physical activity and gardening for SNAP eligible participants through workshops, training sessions, and community events.
- Assists and/or organizes, promotes, coordinates, and conducts nutrition, physical education, and gardening programs in Navajo and Apache Counties, including the White Mountain Apache Tribal Lands. Answers inquiries and provides information relating to the completion of forms, meetings, materials, and record keeping, composing newsletters, preparing reports, and fulfill other related functions to the conduct of the nutrition education program for communities.
- Initiates and participates in needs assessment for nutrition, physical activity, and gardening activities.

Knowledge, Skills and Abilities:

- Knowledge of home, school, and community gardening practices and procedures.
- Knowledge of teaching principles, practices and procedures.
- Knowledge of organizational skills regarding record keeping, filing, marketing etc.
- Knowledge in community coalition and asset building.
- Knowledge in obtaining needed resources.
- Skill in the use of MS Office and using the Internet.

Minimum Qualifications:

- Valid driver's license and ability to drive according to the University Fleet Safety Policy.
- Access to reliable transportation upon employment.

Preferred Qualifications:

- Word processing, spreadsheet, and computer skills
- Demonstrated general cooking knowledge.
- Ability to work independently
- Ability to effectively communicate in person, by email, phone, etc.

Arizona board of Regents Minimum Qualifications:

Bachelor's degree in a field appropriate to the area of assignment; **OR** any equivalent combination of experience, training and/or education.

For full details, qualifications & to apply, please submit on-line application, cover letter and resume for

Job Posting: REQ2149 or REQ2167 at <http://talent.arizona.edu>

We will begin reviewing applications September 17, 2020

Questions, please call Margine Bawden 602-309-1822

748 North 3rd Street, Holbrook, AZ 86025

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