

# Education Program Assistant 1

## Position Details

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### Position Information

<b>Department</b>	EXT Fam/CommHlth OffCmps (HHS)
<b>Classification Title</b>	Education Program Assistant 1
<b>Job Title</b>	Education Program Assistant 1
<b>Appointment Type</b>	Classified Staff
<b>Job Location</b>	Portland
<b>Benefits Eligible</b>	Part-Time, benefits eligible
<b>Employment Category</b>	Regular

### Job Summary

**This recruitment will be used to fill one part-time (approximately 30 hours per week) Education Program Assistant 1 position for the Division of Extension and Engagement's Family and Community Health Program at Oregon State University (OSU). This position will be located in Portland, Oregon.**

The Oregon State University Extension Service invites applications for a part-time Education Program Assistant 1 (EPA) position. This position is with the Extension Service Family and Community Health (FCH) program, affiliated with the College of Public Health and Human Sciences. The individual in this position delivers programs in Multnomah County and is based at the Extension Office in Portland located in the Brooklyn Neighborhood.

Extension programs in the College of Public Health and Human Sciences align toward a common vision of lifelong health and well-being for individuals, families, and communities. The central purpose of this position is to extend the knowledge and research of OSU to the communities of Oregon in a manner that is responsive to local needs and respectful of local norms and culture. The individual in this position joins a network of campus- and community-based Extension faculty and staff who share this responsibility for community engagement.

### Purpose of the Position

This EPA1 position is part of the Supplemental Nutrition Assistance Program – Education (SNAP-Ed) Program, a nutrition education program in Extension Family and Community Health. Extension educators provide evidence-based interventions through SNAP-Ed, a nutrition education and obesity prevention program targeting SNAP eligible audiences. Programs are designed to promote healthy eating habits and a physically active lifestyle. All programming is done in collaboration with community partners, such as schools, food banks and pantries, and government and non-profit agencies. Funding is provided in part by USDA's Supplemental Nutrition Assistance Program (SNAP) through a contract with Oregon Department of Human Services.

The Program Assistant will focus on providing programming to African Heritage populations in the Portland Metropolitan Area. The individual in this position will actively participate and support the FCH/SNAP-Ed African Heritage work group. The African Heritage work group is part of the Cultural Work Groups Initiative, which also includes the Latinx, Indigenous Peoples and Pasifika (Pacific Islanders) groups. These groups are guiding the development of culturally sensitive approaches to support and uplift these communities, prioritize their needs, as well as develop culturally appropriate nutrition and physical activity resources. The individual in this position will be responsive to the needs and wants of the African Heritage communities. They will need to prioritize relationship building and contribute in the development of culturally-tailored approaches to serve these populations.

The person in this position will work under the supervision of the SNAP-Ed Program Coordinator and the Extension FCH/ SNAP-Ed State Program Team. Programs are implemented in a manner that measures impact, fosters program improvement and strengthens community connections.

### Commitment to Inclusive Excellence

Oregon State University is committed to creating and maintaining compassionate and inclusive learning and working environments for all learners, visitors and employees. We envision

collaborative community environments that enhance civility and embrace diversity. All employees are responsible for achieving this commitment. This commitment includes, but is not limited to, complying with Civil Rights and Language Access regulations.

For more information on our commitment to inclusive excellence:

- OSU Division of Extension and Engagement's Diversity, Equity, and Inclusion

<https://extension.oregonstate.edu/about/diversity-equity-inclusion>

- OSU Moving Forward Together

<https://leadership.oregonstate.edu/president/moving-forward-together>

## Why OSU?

### Working for Oregon State University is so much more than a job!

Oregon State University is a dynamic community of dreamers, doers, problem-solvers and change-makers. We don't wait for challenges to present themselves — we seek them out and take them on. We welcome students, faculty and staff from every background and perspective into a community where everyone feels seen and heard. We have deep-rooted mindfulness for the natural world and all who depend on it, and together, we apply knowledge, tools and skills to build a better future for all.

#### FACTS:

- Top 1.4% university in the world
- More research funding than all public universities in Oregon combined
- 1 of 3 land, sea, space and sun grant universities in the U.S.
- 2 campuses, 11 colleges, 12 experiment stations, and Extension programs in all 36 counties
- 7 cultural resource centers that offer education, celebration and belonging for everyone
- 100+ undergraduate degree programs, 80+ graduate degrees plus hundreds of minor options and certificates
- 35k+ students including more than 2.3k international students and 10k students of color
- 217k+ alumni worldwide
- For more interesting facts about OSU visit: <https://oregonstate.edu/about>

#### Locations:

Oregon State has a statewide presence with campuses in Corvallis and Bend, the OSU Portland Center and the Hatfield Marine Science Center on the Pacific Coast in Newport.

Oregon State's beautiful, historic and state-of-the-art main campus is located in one of America's best college towns. Corvallis is located close to the Pacific Ocean, the Cascade mountains and Oregon wine county. Nestled in the heart of the Willamette Valley, this beautiful city offers miles of mountain biking and hiking trails, a river perfect for boating or kayaking and an eclectic downtown featuring local cuisine, popular events and performances.

#### Total Rewards Package:

Oregon State University offers a **comprehensive benefits package** with benefits eligible positions that is designed to meet the needs of employees and their families including:

- Medical, Dental, Vision and Basic Life. OSU pays 95% of premiums for you and your eligible dependents.
- Retirement savings paid by the university.
- A generous paid leave package, including holidays, vacation and sick leave.
- Tuition reduction benefits for you or your qualifying dependents at OSU or the additional six Oregon Public Universities.
- Robust Work Life programs including Dual Career assistance resources, flexible work arrangements, a Family Resource Center, Affinity Groups and an Employee Assistance Program.

Future and current OSU employees can use the **Benefits Calculator** to learn more about the full value of the benefits provided at OSU.

## Key Responsibilities

This Education Program Assistant embeds the commitment of the university to a collaborative and inclusive community in all interactions and duties performed and contributes to a welcoming and respectful workplace culture. This individual works with the managing faculty to ensure that educational programs and outreach activities serve diverse populations, including those that have been historically marginalized/excluded from participation.

#### **45% Program Implementation/ Teaching**

##### **Nutrition Education Delivery**

Delivers culturally appropriate programs for managing food resources, making healthy food choices, promoting physical activity and handling food safely to adults, youth and families in a variety of community settings. Uses OSU Extension Service/SNAP-Ed approved curricula, materials and information. This will require the ability to transport up to 30 lbs. of educational materials.

Actively engages with faculty, staff and volunteers in the delivery of SNAP-Ed interventions/strategies to SNAP-Ed eligible youth, adults and families.

##### **Obesity Prevention Efforts (Policy, System, Environmental Change)**

Works with SNAP-Ed Managing Faculty Member and community partners to identify areas for policy, system, and environmental change.

Actively participates in school and/or community committees/coalitions to encourage healthy eating habits and physically active lifestyles, as directed by SNAP-Ed Managing Faculty Member.

#### **30% – Nutrition Education and Obesity Prevention — Planning, Preparing, and Evaluating**

Verifies group/class set up and nutrition topics/lessons with site contact and assists in preparation and ordering of instructional supplies needed for classes. Assembles materials needed for classes and other nutrition education activities. Purchases appropriate materials for educational activities, including ingredients for food preparation and tasting. This position requires travel throughout Multnomah County to deliver programming.

#### **10% African Heritage Work Group Support & Community Engagement**

Works with African Heritage Work Group and community partners to identify areas for policy, system, and environmental change. Actively participates in school and/or community committees/coalitions to encourage healthy eating habits and physically active lifestyles, as directed by SNAP-Ed Managing Faculty Member.

#### **10% – Nutrition Education Program Records:**

Record-keeping – Maintains class, meeting, and assessment records, attendance records, evaluation data, paperwork; verifies for accuracy; submits all required records upon completion of classes, meetings, and assessments for state and federal reporting; submits quarterly success stories -"Stories from the Field;" maintains record of work contacts, personal vehicle mileage for work travel, supplies purchased; other data/statistical information/records as requested.

#### **5% – Meetings & Trainings and Other Duties as assigned**

Attends scheduled SNAP-Ed meetings and trainings. Participates in relevant statewide/regional conferences, workshops, meetings and trainings. Attends Multnomah County and Metro Region Extension staff meetings and participates in regional/state OSU Extension Service activities, as directed.

#### **What We Require**

High School Diploma or equivalent and at least two years of relevant experience (paid or volunteer), supporting community programs that serve children, youth, or adults  
OR Associate Degree and one year of work experience (paid or volunteer) which must be working in youth development programs, adult education, teaching, program delivery or related functions

AND

Demonstrated oral and written communication skills.

Demonstrated skill to work with diverse audiences.

Demonstrated skill to use computers for word processing, data management, and communications.

#### **What You Will Need**

- Demonstrated ability to engage with African American and African immigrant and refugee audiences through the utilization of multi-cultural skills.
- A demonstrable commitment to promoting and enhancing diversity and inclusion with an understanding of the health needs of African Heritage (African American and African immigrant and refugee) communities.
- Lived, professional and/or volunteer experience to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.
- Ability to work independently with minimal supervision.
- Ability to work as a collaborative member of a team.

*This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per University Standard: 05-010 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months.*

*This position requires driving a university vehicle or a personal vehicle on behalf of the university; therefore, the incumbent must successfully complete a motor vehicle history check, possess and maintain a current, valid driver's license in their state of residence, be determined to be position qualified and self-report convictions as per University Policy 05-030.*

**What We Would Like You to Have**

- 2 years of experience/education (paid or volunteer) relevant to nutrition education or related health community programs that serve children, youth, and adults.
- Proficiency in reading, writing, and speaking one or more languages of Multnomah County's African immigrant and refugee communities, including, but not limited, to Swahili, Somali, Oromo, Arabic, Tigrinya, Amharic, Dinka or Nuer.
- Community Health, Community Food Systems, Agricultural or Culinary Sciences experience (paid or unpaid).
- Experience in teaching and working with limited-income populations and diverse cultures.
- Knowledge or experience in implementing social marketing principles and techniques.

**Working Conditions / Work Schedule**

- Access to a vehicle is necessary as duties will require travel to various sites in the county to deliver the programs, and transporting curriculum materials up to 30 lbs. Business mileage will be reimbursed based on OSU policies. For information on vehicle use: <https://risk.oregonstate.edu/vehicles>.
- Flexibility to perform work in a variety of settings and to work occasional evenings and weekends depending on program needs.

**Pay Method**

Hourly

**Pay Period**

16th - 15th of the following month

**Pay Date**

Last working day of the month

**Min Salary**

\$17.43

**Max Salary**

\$26.00

**Link to Position Description**

[https://jobs.oregonstate.edu/position\\_descriptions/71982](https://jobs.oregonstate.edu/position_descriptions/71982)

**Posting Detail Information**

**Posting Number**

P04204CT

**Number of Vacancies**

1

**Anticipated Appointment Begin Date**

07/01/2023

**Anticipated Appointment End Date**

**Posting Date**

05/15/2023

**Full Consideration Date**

**Closing Date**

06/02/2023

**Indicate how you intend to recruit for this search**

Competitive / External - open to ALL qualified applicants

**Special Instructions to Applicants**

Applications will be reviewed based on the information submitted on the employment profile with education and work history along with any other requested documentation i.e. posting specific question responses, transcripts, etc.

**Your profile MUST clearly show how you meet the minimum/required qualifications for the position.**

Resumes are **NOT** accepted at the application stage for classified staff positions.

***Equivalent required experience is based on full-time equivalent (40 hours per week).***

***If you are using relevant volunteer experience to meet minimum qualifications, please include this information in the Employment History section of the application.***

Typically, the starting salary is at the lower end of the salary range.

For additional information please contact: Meilana Charles at [meilana.charles@oregonstate.edu](mailto:meilana.charles@oregonstate.edu)

OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

OSU will conduct a review of the National Sex Offender Public website prior to hire.

This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per University Standard 05-010 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement.

This position requires driving a University vehicle or a personal vehicle on behalf of the University; therefore, the incumbent must successfully complete a Motor Vehicle History Check, possess and maintain a current, valid driver's license in their state of residence, be determined to be position qualified and self-report convictions as per University Policy 05-030 et seq. Offers of employment are contingent upon meeting all minimum qualifications including the Motor Vehicle Check Requirement.

## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

1. \* Describe how you have demonstrated a commitment to diversity and inclusion in your professional and/or volunteer experience.  
(Open Ended Question)
2. \* Please describe how you specifically meet the required Minimum Qualifications for this position through your Lived, professional and/or volunteer experience.  
(Open Ended Question)

## Documents Needed to Apply

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### Required Documents

### Optional Documents

1. Verification of Veteran Status ONLY (do not upload any other documentation to this field)