Associate Director, Community Nutrition Education Programs

POSITION OVERVIEW
The University of Illinois seeks a creative, collaborative, self-directed, outgoing person to join our team as the Associate Director, Community Nutrition Education Programs. This is a regular, full-time, 12-month academic professional position. As part of University of Illinois Extension, this position will be joining a statewide and national network of professionals who look to fulfill the mission of the Cooperative Extension System.

The Associate Director for Community Nutrition Education Programs will serve as the primary advisor to the Assistant Dean, Family and Consumer Sciences regarding overall programming, operations, implementation, supervision and policy-making for the grant funded nutrition education programs to ensure successful delivery of grant objectives.

One full time position is available
Location: Urbana-Champaign Campus

This is a security-sensitive position. Comprehensive background checks, including but not limited to a criminal conviction information check, a CANTS check, and a review of the Registered Sex Offender list, will be conducted.

RESPONSIBILITIES
- Assist the Assistant Dean in ensuring the community nutrition programs achieve their approved objectives by developing, implementing, supervising, and evaluating the strategies employed to meet each programs’ objectives in compliance with their approved proposal, federal legislation, regulations, and guidance; campus policies, and department protocols.
- Assist the Assistant Dean with supervising and evaluating designated staff, including conducting staff performance reviews and developing and implementing staff development and staff performance improvement initiatives.
- Provide leadership for grant funded staff and programming in the absence of the Assistant Dean.
- Work in coordination with the Coordinator of Business and Operations to maintain sound fiscal decisions that meet grant requirements.
- Assist with grant writing activities including research and drafting sections.
- Provide project management and leadership on special projects; participate in research activities with faculty and collaborating partners.
- Coordinate recruiting and selection of staff members.
- Assist with building relationships and establishing partnerships with stakeholders and represent Extension on national and statewide task force and coalitions.
- Represent the department at meetings and events as requested.
- Complete and submit accurate monthly, annual, and other reports for the Assistant Dean.

APPLICATION DUE
July 30, 2018

PROPOSED START DATE
As soon as possible after the closing date

SALARY
Commensurate with experience and qualifications

TO APPLY
Go to http://go.illinois.edu/A1800420. Log in to your account and upload a cover letter and resume, as well as the names and contact information of three professional references.

MORE INFORMATION
The position is a full-time, benefits-eligible, non-tenure academic professional position appointed on a 12-month service basis. Generous vacation and sick leave. State Universities Retirement System. Group health, dental, vision and life insurance.
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- Maintain active participation, including leadership roles, in state, regional, and/or national associations.
- Give regular presentation on services and topics related to the position for internal and external stakeholders.
- Overnight travel, evening and weekend duties are required.
- Assume additional duties as needed to further the mission and meet the operational demands of the department.
- To perform the functions of this position, the employee will be required to perform work both within an office and outside in the communities that are served, and must have the capability to travel from one location to the other in a timely fashion. Employee is responsible for securing personal transportation. A valid driver's license is preferred. Some work will be required during evenings and/or weekends. When working, the employee may be exposed to a variety of environmental factors to include, but not limited to, hot or cold weather, exposure to noise and allergens, and uneven ground. In performing the functions of this position, the employee may be subjected to various mental and physical demands as well to include, but not limited to, independently traveling to and performing work at different locations, lifting and moving items that may occasionally weigh up to forty (40) pounds and frequently weigh up to twenty (20) pounds, and twisting, pushing and pulling movements. More detailed information regarding the functions of this position (including the physical, mental and environmental requirements of the position) may be obtained from Human Resources for the College of Agricultural, Consumer and Environmental Sciences (ACES) by contacting hr@aces.illinois.edu.

Administrative Relationship: The Associate Director, Community Nutrition Education Programs is administratively responsible to the Assistant Dean, Family and Consumer Science.

QUALIFICATIONS:
Required: Master’s degree in nutrition, community/public health, adult education, organizational leadership or related field from an accredited institution of higher education. At least five years of full-time professional experience with planning, developing, and implementing community nutrition education programs. Staff management experience including experience facilitating groups to achieve program deliverables. Experience developing, coordinating and delivering staff training using various technologies, educational techniques, and being inclusive of varying degrees of experience and education. Experience with grant coordination. Experience working with diverse audiences and fostering an inclusive work environment. Knowledge of community based education programs, barriers, trends and research related to vulnerable diverse audiences. Ability to work with minimum supervision. Excellent judgement and problem-solving skills. Ability to thrive in fast-paced and data-driven environment. Excellent community skills. Ability to think quickly, critically and creatively.
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**Preferred:** PhD in related field. Experience working with SNAP Education or Expanded Food and Nutrition Education Program (EFNEP). Prior experience working with Cooperative Extension. Experience in research and grant fiscal management.

**APPLICATION PROCEDURE:**
To apply, go to http://go.illinois.edu/A1800420. Log in to your account and upload a cover letter and resume, as well as the names and contact information of three professional references. Resume dates must be in month/year format and employment history, at a minimum, should include all work dating back to the completion of your undergraduate degree. Positions that were less than full-time/100% must be noted as being part-time. Transcripts may be requested at a later date. To receive full consideration, all requested application materials must be submitted via the online system by the close date of **July 30, 2018**.

For further information about the position please contact Betty Gavin at bgavin@illinois.edu. For Technical assistance with the online application process, call 217-333-6747 or email jobs@illinois.edu.