**MSU Extension Health and Nutrition Institute**

**Program Associate in Macomb County**

**Job Summary:**  The individuals in this position will help to improve the lives of MSU Extension clients in Macomb County through delivery of Health & Nutrition programming by coordinating, planning, organizing and implementing programs or pre-designed special programs/projects in alignment with the MSU Extension Health & Nutrition Institute. Also assists with program/project reporting and evaluation analysis.

**Minimum Requirements:**  High school diploma or GED; knowledge and at least one year of experience in health & nutrition; intermediate computer operation skills (e.g. Microsoft Word, Excel, etc.). Effective verbal and written communication skills. Requirements include: high school diploma or GED; knowledge and at least one year of experience in health & nutrition; intermediate computer operation skills (e.g. Microsoft Word, Excel, etc.). Effective verbal and written communication skills. Travel in local and surrounding communities and occasional long distance and overnight travel is required as a regular part of this position. Carrying of educational materials, equipment, etc. up to 25lbs. is required as a regular part of this position.

**Desired Qualifications:**  Bachelor's degree; demonstrated drive and initiative and fluency in reading, writing and speaking in a language other than English is strongly desired - Arabic and/or Spanish are preferred.

**Key Responsibilities:**

- Assists with the planning, development, organization, implementation and evaluation of a program/special project within Health & Nutrition.

- Implements learning experiences for program clients/participants/volunteers through home visits (in limited, specific circumstances as directed by the supervisor), group meetings, workshops and/or mass media.

- Recruits and trains program clients/participants.

- Assists with the recruitment of and works directly with program volunteers.

- Assists with program/project promotion, expansion and evaluation activities.

- Attends committee/council meetings regarding program direction, implementation and evaluation.

- Assists with data gathering and evaluation analysis.

- Assists with implementing, interpreting and updating program standards and guidelines.

- May assist in the coordination of work activities for program volunteer leaders and/or program support staff.

- Prepares and maintains accurate, required program/project records and reports.

- Actively participates in training to attain appropriate knowledge and skill level in order to maintain and expand proficiency in subject-matter content and process skills.

- Understands and implements diversity and affirmative action principles and compliance standards.

- Other duties as may be assigned by the appropriate supervisor.

**Application Process:**

Interested and qualified candidates should visit the Michigan State University jobs page at [www.jobs.msu.edu](https://mail.collegemail.msu.edu/OWA/redir.aspx?C=dW-9d0eCPESmfWkQcv-867FCt9bUm9EI0u0IgnT67EtoaSh_xWxlwCRDqaY1iM81O-SWp8ZejUc.&URL=http%3a%2f%2fwww.jobs.msu.edu%2f) to apply for **posting number 0035** under the Support Staff postings.  **Application deadline is September 23, 2014.**