

**CORNELL COOPERATIVE EXTENSION ASSOCIATION OF ORANGE COUNTY  
STAFF POSITION DESCRIPTION**

**Current Incumbent, if any:** Vacant

**Date Written/Revised:** 02/27/2023  
02/09/2024

**CCE Classification Job Title:** Association Resource Educator

**Position #:**

**Working Title:** Resource Educator – Nutrition

**FTE:** 1.0

**Reason:** ☐ New Position ☒ Revision

**FLSA:** ☒ Exempt ☐ Non-Exempt

**REPORTING RELATIONSHIP(S):**

**Immediate Supervisor's Name and Classification Job Title:** Susan McCormack, Association FCS Issue Leader

**Position(s) Supervised / Direct Reports:** 1-Association Program Educator II (EFNEP Grant)

**Volunteer Oversight:** ☐ No ☒ Yes

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**POSITION SUMMARY:**

Responsible for providing leadership in planning, implementing, developing, promoting, and evaluating educational programs in the area of human nutrition and foods, health and food safety issues, public health, and family well-being for individuals, parents/caregivers, professionals, and youth in Orange County. This position will play a key role in outreach to the community and be expected to form partnerships with community organizations that represent the Orange County population. In conjunction with the Family & Consumer Sciences Issue Leader, develops program objectives and plans within assigned areas of responsibility. Represent the Association to the public, community leaders, government officials, and Cornell University. Works as a team member in addressing local, regional, and statewide programming priorities. May assist as a multi-association team member in the area of food and nutrition, public health, and family well-being. Involved in organizational responsibilities and leadership development, including the direct supervision of staff and grants management.

**REQUIRED QUALIFICATIONS:**

- Master's Degree in Nutrition, Health, Public Health, Family Life Skills, Education, or related discipline.
- Experience relevant to the role of the position.
- Bilingual in Spanish; read, write, and speak.
- Experience with collaborative community work with families, communities, and community agencies that represent a diverse population.
- Experience working with people of varying ages, socioeconomic and diverse backgrounds.
- Proficiency with Microsoft Office Suite including Outlook, Word, PowerPoint, Publisher, Excel.
- Ability to identify and develop volunteer leadership to leverage/maximize knowledge for effective programming.
- Strong interpersonal skills with proven ability to work effectively with advisory boards and committees, community, and funding partners.
- Ability to initiate, plan, organize, implement, teach, and evaluate informal educational programs.
- Ability to effectively participate in professional team efforts.
- Ability and willingness to work with diverse audiences, environments and settings while maintaining cultural sensitivity.
- Demonstrated skills in effectively communicating information through oral, written, and visual channels using traditional educational tools as well as innovative applications of electronic technology.
- Ability to identify and utilize program resources from the organization and the community.

- Ability to relate effectively to co-workers, advisors, community, and professional leaders.
- Ability to plan and organize personal work responsibilities according to priorities developed with the immediate supervisor, program team, and clientele groups.
- Ability to meet travel requirements associated with this position.
- Ability to meet acceptable background check standards and motor vehicle standards.
- Ability to work flexible hours which may include evenings and/or weekends, as appropriate.
- Ability to transport/move supplies and equipment, climb stairs with or without reasonable accommodation.

#### **PREFERRED QUALIFICATIONS:**

- Experience with Cooperative Extension or other similar educational organizations.
- Bilingual in Spanish; read, write, and speak.
- Demonstrated ability to write and manage grants and contracts.
- Registered Dietitian

#### **SUBJECT MATTER/BACKGROUND:**

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|---|---|---|
| <input type="checkbox"/> Agriculture and Food Systems   | <input type="checkbox"/> General Administration | <input type="checkbox"/> Farm           |
| <input checked="" type="checkbox"/> Nutrition, Food Safety & Security and Obesity Prevention      | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Grant/Contract |
| <input type="checkbox"/> Environment and Natural Resources, Sustainable Energy and Climate Change | <input type="checkbox"/> Finance                | <input type="checkbox"/> Communication  |
| <input type="checkbox"/> Community and Economic Vitality  | <input type="checkbox"/> Human Resources        | <input type="checkbox"/> Other          |
| <input type="checkbox"/> 4-H Youth Development and Children, Youth and Families                   | <input type="checkbox"/> Facility               |   |

**RESPONSIBILITIES/ESSENTIAL FUNCTIONS:****Program Responsibilities:**

<b>Program Assessment</b>	<b>15%</b>
<ul style="list-style-type: none"><li>• Ensure program assessment is aligned with the statewide Plan of Work and the Association Plan of Work.</li><li>• Apply subject matter knowledge to identify local program needs in collaboration with regional partners, advisory groups, community agencies and program participants.</li><li>• Work with appropriate team members to identify general public trends and concerns in a timely, efficient manner.</li><li>• Identify program gaps and emerging needs and make recommendations for program offerings, enhancements, or improvements.</li><li>• Assist in multi-association team efforts to identify regional program needs in collaboration with regional CCE partners, advisory groups, community agencies and program participants.</li></ul>	
<b>Program Development</b>	<b>20%</b>
<ul style="list-style-type: none"><li>• Apply subject matter knowledge to develop educational strategies to meet identified needs and diverse interests of participants and volunteers within the scope of the statewide and Association Plan of Work and USDA/NIFA objectives and priorities.</li><li>• Utilize advisory committees to ensure that stakeholders are engaged in the program development process.</li><li>• Select, adapt, and utilize curricula from approved CCE sources or apply in-depth knowledge to create curricula as needed.</li><li>• Create innovative educational programs to meet the needs of diverse program participants, address evolving local and/or regional issues and responsive to program evaluation outcomes.</li><li>• Structure programs to meet the needs of diverse program participants and meet changing local and/or regional issues.</li><li>• Maintain linkages with Cornell faculty and other subject matter specialists for guidance in program development, particularly in food and nutrition, public health, family economics, and family well-being.</li></ul>	
<b>Program Delivery</b>	<b>20%</b>
<ul style="list-style-type: none"><li>• Deliver high quality Family &amp; Consumer Sciences (FCS) educational programs and events that address local, regional, and statewide FCS programming priorities.</li><li>• Provide educational programming to target audiences in the areas of nutrition, health, public health, family economics, and family well-being in manner consistent with the Association Affirmative Action plan.</li><li>• Deliver volunteer trainings, including but not limited to presentations, workshops, seminars, conferences, individual consultations, electronic and digital media in support of program delivery.</li><li>• Effectively utilize all forms of mass media, including social media, for the innovative delivery of educational programs – using a variety of delivery methods – including virtual/digital education through various platforms, such as Zoom, You Tube, Facebook, and others.</li><li>• Serve as subject matter expert to staff, clientele, volunteers, and other groups as identified.</li><li>• Serve as a referral mechanism for families to appropriate services in the community.</li><li>• Maintain linkages with Cornell subject matter specialists for program delivery guidance.</li><li>• Interact with program participants representing CCE in a professional manner at all times.</li><li>• Represent CCE and Family &amp; Consumer Sciences before the public, community leaders, government officials, Cornell, or other land grant universities in a professional manner as part of program delivery.</li></ul>	
<b>Program Evaluation</b>	<b>10%</b>
<ul style="list-style-type: none"><li>• Develop program evaluation framework and tools based on subject matter knowledge within scope of the statewide and Association Plan of Work.</li><li>• Interact with program participants, Association staff, program committees, county/community leaders and other key stakeholders to collect evaluation data for strengthening and improving programs.</li><li>• Apply subject matter knowledge to evaluate educational programming.</li><li>• Ensure program evaluation is within the statewide Association Plan of Work and Grantor requirements.</li><li>• Analyze program data, and based on that analysis, assist in making improvements in programming.</li><li>• Recommend changes to strengthen and improve programs.</li></ul>	

<b>Applied Research</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>Communicate social and economic changes to Cornell University specialists that may be studied and/or acted upon.</li> <li>Ensure applied research is within scope of the statewide and Association Plan of Work.</li> <li>Assist in conducting applied research in conjunction with Land Grant University Faculty as outlined in CCE program definition and standards.</li> <li>Assist in the collaboration with Cornell faculty to design or create applied research collection framework.</li> </ul>	

### **Administrative Responsibilities:**

<b>Direction</b>	<b>10%</b>
<ul style="list-style-type: none"> <li>Provide complex administrative tasks to support the planning of educational programs by interpreting Association and Cornell program direction and based on program evaluation data and changing local priorities.</li> <li>Develop educational strategies to meet the needs of clientele focusing on nutrition and foods, health and food safety issues, family economics, and family well-being.</li> <li>May assist with developing effective working relationships with Cornell faculty and administration, appropriate County departments, elected officials, local community leaders and organizations, keeping these individuals and groups informed of FCS programming goals, efforts, and impacts.</li> <li>Seek opportunities for program engagement with Cornell statewide programs to assist supervisor with planning and goal setting.</li> <li>Develop and enhance networks of volunteers and/or professional and non-professionals to extend program implementation.</li> <li>Provide supervisor with program related information for the budget development process, including strategies for fund development via grants, contracts, fees, contributions, and other sources of revenues.</li> <li>In collaboration with supervisor develop marketing strategies, public affairs, and special events to reach target audiences and meet program objectives.</li> <li>Assist with development of grant or other funding proposals in order to secure ongoing or new funding to support and enhance educational program offerings.</li> <li>May assist in the development of strategies to use as an ongoing tool for the involvement of citizens which expresses the demographics of the community.</li> </ul>	

<b>Management</b>	<b>10%</b>
<ul style="list-style-type: none"> <li>Assist supervisor in administrative and program management activities, as assigned.</li> <li>Demonstrate judgement and discretion to independently solve problems and resolve conflicts that arise in the Programs utilizing appropriate policies and procedures, as needed.</li> <li>Oversee the management of educational strategies to meet the needs of the identified objectives Family &amp; Consumer Sciences program.</li> <li>Effectively manage financial resources to accomplish program objectives. Assist with identifying ways to reduce costs and maximize existing resources within the Association.</li> <li>Monitor the program operating income and expenses to ensure the program is within budget. Seek guidance from Supervisor for identifying and managing operating variances.</li> <li>Provide county leadership for limited resource education, such as Expanded Food and Nutrition Education Program (EFNEP), and other community nutrition programs.</li> <li>Supervise subject matter related staff &amp; volunteers in FCS program area.</li> <li>Manage, recruitment, involvement, and management of volunteers assisting with programs, including orientation and training.</li> </ul>	

<b>Coordination/Operation</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>Provide administrative support for program design and for the implementation of the assessment, development, delivery, research, and evaluation of established educational program goals.</li> <li>Coordinate the program implementation, planning and activities efforts.</li> <li>Collect evaluation and program needs assessment data from program participants based on existing framework.</li> <li>Maintain communication with constituents and the community through variety of methods such as newsletters, e-mails, electronic technology, internet, social media, website postings and content.</li> <li>Coordinate marketing and promotion of Family &amp; Consumer Sciences through public relation initiatives and networking/collaborating with government, economic, educational and other organizations.</li> <li>Provide information as requested to assist with preparation of reports, impact statements, and success stories on program progress and accomplishments for funders, advisory committees, Board and others as necessary.</li> </ul>	

- Interact with program participants, Association staff, program committees, county/community leaders, and other key stakeholders to collect evaluation data for improving programs.

<b>Professional Improvement</b>	<b>5%</b>
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- In cooperation with Supervisor and/or Executive Director, jointly develop and pursue a professional development plan as a means to increase competencies relative to position accountabilities and to address changes and Association priorities.
- Collaborate in activities that are in general support of Cornell Cooperative Extension and perform other duties as assigned.

<b>Health and Safety</b>	Applied to all duties and functions.
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- Support the Association to maintain a safe working environment.
- Be familiar with and strive to follow any applicable federal, state, local regulations, Association health and safety policy/procedure/requirement and standard.
- Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified.

<b>EEO/EPO and Policy</b>	Applied to all duties and functions.
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- Appreciate and embrace diversity in all interactions with clientele, staff, volunteers, and the public.
- Assist the Cornell Cooperative Extension system in reaching out to diverse audiences.
- Aware of, and adheres to, established Cornell Cooperative Extension Association of Orange County policies, procedures, and Cornell Cooperative Extension Skills for Success.
- Contribute to the overall success of the organization by performing all assigned duties in a professional, timely and accurate manner.

CCE Admin HR approved 2-28-2023.

All candidates must apply online at [https://cornell.wd1.myworkdayjobs.com/en-US/CCECareerPage/details/Nutrition-Educator---Middletown--NY\\_WDR-00035848](https://cornell.wd1.myworkdayjobs.com/en-US/CCECareerPage/details/Nutrition-Educator---Middletown--NY_WDR-00035848)  
 Deadline for applying is 2/27/2024.

**Equal Opportunity Employment**

*Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities.*

**FOR EACH FACTOR BELOW, CHOOSE THE PHRASE THAT BEST FITS THE CHARACTERISTICS OF THIS POSITION:**

**Scope of Impact of the Position:** Moderate - beyond the program

**Interaction within Association:** Provide guidance/coordinate activities/contribute to work groups

**Interaction with Volunteers:** Provide general guidance

**Interaction Outside Association:** Conduct straightforward business; provide information

**Complexity of Supervision to employees:** Moderate - Supervises, assigns and reviews work of others

**Complexity of Work:** Moderate/High - Occasionally develops practice, suggests policy changes to resolve difficult cases

**Level of decision-making activity:** Moderate - Within multiple functional areas

**Supervision Received:** Low/limited - Little guidance; considerable latitude for exercising judgment and self-direction

**Support Skills-Writing:** Moderate/High - Frequently writes non-standard responses

**Support Skills-Computer:** Moderate - Uses a variety of basic and advanced business/technical programs/applications to perform responsibilities involving data management and analysis

**WORKING CONDITIONS:**

**Essential Physical Requirements\*:** Typically lifts less than 10 lbs

**Visual:** Normal concentration

**Hazards:** Limited exposure

*\* Check applicable level after considering reasonable accommodations*

**OPTIONAL:**

**SIGNATURES**

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**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Association Executive Director Signature**

\_\_\_\_\_  
**Date**

## SKILLS FOR SUCCESS

*(The following skills are essential for individual and organizational success.)*

As a member of Cornell Cooperative Extension, I...

### Health and Safety

- Support the Association to maintain a safe working environment.
- Be familiar and strive to follow any applicable federal, state, local regulations, Association health and safety policies, procedures, requirements or standards.
- Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified.

### Interact with integrity...So people are respected and engaged.

- Be honest and trustworthy, demonstrate high standards of personal conduct.
- Have a positive attitude.
- Involve others as appropriate when outcomes impact their work.
- Be diplomatic in your interactions with customers and stakeholders.
- Admit your mistakes and learn from them.
- Acknowledge the support and contributions of others.

### Contribute positively to an inclusive environment...So people feel like they belong.

- Communicate across difference to create a collaborative, collegial, and caring community.
- Be cooperative, open and welcoming to all.
- Show respect, compassion and empathy for others, even in difficult situations.
- Engage and support others regardless of background or perspective.
- Speak up when others are being excluded or treated inappropriately.
- Actively support work-life integration.

### Support the organization's shared vision and mission...I am trusted to move the Association and team goals forward.

- Show commitment to the Association's goals in delivering results.
- Anticipate, embrace, promote and implement change.
- Balance short-term gains with long-term vision.
- Be open and receptive to new information, ideas and approaches.
- Be adaptable, modify your preferred way of doing things when it benefits the whole.
- Support ideas, solutions and changes to processes to ensure high quality outcomes.

### Communicate clearly and consistently...So people are informed and heard.

- Seek to understand and then to be understood.
- Demonstrate active listening skills.
- Express thoughts clearly, both verbally and in writing.
- Share knowledge and information.
- Give, receive and act upon helpful and timely feedback.

## SKILLS FOR SUCCESS

*(The following skills are essential for individual and organizational success.)*

**Act and take initiative...**I take ownership of my work and results.

- Adopt a culture of sustainability and efficiency.
- Strive to develop and implement best practices
- Take responsible risks to innovate seeking advancements in products, processes, services, technologies or ideas.
- Identify opportunities in challenges and show initiative.
- Reach out in a timely and responsive manner to resolve problems and conflicts.
- Anticipate and adapt to changing priorities and additional demands.

**Display sound judgment in problem solving...**People seek me out to find solutions to deliver results.

- Exercise sound judgment to make decisions and meet deliverables.
- Assess environment, economic, compliance and social impacts in decision-making.
- Demonstrate innovative, creative and informed risk taking.
- Apply analytic thinking, data and metrics to synthesize complex information.
- Anticipate obstacles and generate alternatives.
- Negotiate to find and orchestrate win-win solutions.

**Proactively seek self-development and coaching opportunities...**People see my commitment and passion to continuously develop.

- Be self-aware.
- Work to continuously learn and improve.
- Take measures to ensure personal well-being and balance.
- Seek and act upon performance feedback.
- Apply learning to evolving assignments.
- Actively manage your career.
- Encourage others to develop themselves.

### Job Skills

- Demonstrates competence in tools, equipment, software and technologies to effectively complete assignments and job tasks.
- Maintains professional certifications, licensing and education in functional expertise and effectively applies knowledge.
- Understands, interprets and applies regulations, policies and contracts to deliver effective results.
- Uses good judgment, information and observations to evaluate and recommend actions to support decisions and deliverables.