



Cornell University
Cooperative Extension
New York City

POSITION ANNOUNCEMENT – Program Assistant /Resource Educators

- TITLE:** Program Assistant/Resource Educators to Farmers’ Market Nutrition Program, Cornell University Cooperative Extension/NYC (CUCE/NYC)
- LOCATION:** Office site at Brooklyn Office, 1337 President Street in Brooklyn.
Field work at participating Farmers’ Markets and WIC/Community Centers adjacent to NYC market sites (Bronx, Brooklyn, Queens, Manhattan and Staten Island)
- TERM:** May – September, 2014
(35 hours per week) (\$18-20.00 per hour)

GENERAL DESCRIPTION Duties and Responsibilities:

Responsibilities include working with program managers to:

- Develop, deliver, and evaluate community nutrition programming for low income families in a variety of settings throughout New York City including farmers markets. Includes hot and cold cooking demonstrations at specific sites.
- Inventory, prepare and deliver supplies needed for nutrition and health events at farmers markets and related sites.
- Assist teams of volunteers and educators working at nutrition and health events including farmers markets.
- Assess teams using food safe methods at participating farmers’ markets and related sites.
- Assess team effectiveness in communicating with program participants.
- Assess team effectiveness in marketing nutrition, health, and supporting programs and resources.
- Assess market teams effectiveness in collecting data.
- Support existing and develop new community partnerships that enhance community nutrition programs for low income families in communities adjacent to farmers markets.
- Collect and record data into databases.
- Conduct other program activities as assigned.

Required Skills and QUALIFICATIONS:

- Associates Degree or Bachelors Degree with coursework in nutrition and health, food production, or related areas.
- Computer literate (Internet, Publisher, Excel, Word)
- Willingness to travel throughout NYC and to work outdoors in a variety of weather conditions.
- Ability to communicate in English (orally and in writing); bilingual Spanish highly desired.
- Flexible schedule (35 hours a week position; start time 8 AM on some days)
- Ability to work with diverse populations
- Reliable and dependable, work as a team member and role model.
- Valid NYC drivers license highly desired for one position.

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Compensation: \$18.00-\$20.00/hr (35 hours a week - must be available to work Saturdays)

Application Directions: E-mail resume and cover letter
instructions for further application will be provided

Send E-mail to: cucenynutritionhealth@cornell.edu

Subject: Farmers Market Nutrition Program Assistant

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Cornell Cooperative Extension provides equal program and employment opportunities. NYS College of Agriculture and Life Sciences, NYS College of Human Ecology and NYS College of Veterinary Medicine at Cornell University, Cooperative Extension associations, county governing bodies, and U.S. Department of Agriculture, cooperating.