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Job Details

Job Title	PROGRAM ASSOCIATE I SPVR
Position Number	14-000077 (10-month position)
Posting Date	04/11/2014
Department	SEBS - EFNEP/FS - NEP
Campus	Cook
Salary	Grade 04
Retirement System	ABP
Funding	Non-State funded
Work Week	Exempt
Job Description	<p>Reporting to the Senior Program Coordinator for the Northeast NJ Region, the Program Associate I (PA) for the Expanded Food & Nutrition Education Program (EFNEP) and the Supplemental Nutrition Assistance Program-Education (SNAP-Ed) in Essex County. Provides professional leadership, management, supervision and support for programs that utilize a paraprofessional Community Assistant model for the delivery of research-based, behaviorally focused nutrition education classes to both adult and youth limited-resource participants in Essex County. The goal of the education provided is to help program participants improve their food security, dietary quality, physical activity, and food safety behaviors. The PA also supports volunteers in the delivery of educational outreach. Direct education is provided by the PA, including: ongoing training provided for staff and volunteers; and, train-the-educator programs for agencies interested in offering education to their eligible participants using their own staff. The PA will recruit agencies willing to host the programs, and manage sizeable project budgets. Further, the PA is responsible for ensuring compliance with all federal, state, and University outreach and budget guidelines, with regards to all activities that occur within the project. The PA is responsible for various reports designed to document the project's success. Further the PA serves on appropriate boards and councils in the community to maintain a strong presence for the programs. The successful candidate serves as a role model for his/her staff, and maintains a professional demeanor and confidentiality at all times.</p>
Job Requirements	<p>Bachelor's degree from an accredited institution in nutrition or a related health sciences subject area appropriate to the position responsibilities; at least two years of professional experience (including some supervision) post-nutrition related degree/credentialing; this professional experience period may include work done at the graduate level, if the candidate's graduate experience required a substantial project leadership role that was related to Community Nutrition; experience working with the public and evidence of effective public relations skills; teaching experience; excellent computer skills (Windows, Word, Excel, Power Point, Internet); experience and demonstrated ability to communicate effectively, both in writing and public speaking; excellent organizational skills; accurate, excellent budgeting and financial management skills; seasoned negotiation philosophies and problem-solving skills; ability to work with limited-resource, culturally diverse audiences; ability and willingness to work in a consistently high-energy, high-pressure atmosphere; ability to effectively manage multiple priorities; ability to quickly assess situations, think broadly and logically, make appropriate decisions that account for broad consequences, and act swiftly; ability to evaluate teaching skills of paraprofessionals and support staff, and provide proper</p>

supervision and management of staff and volunteers; ability to train new employees and volunteers; a valid New Jersey Driver's License.

Special Conditions None

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New Jersey First Act/Residency Law

Any individual newly hired by Rutgers after September 1, 2011 will be required to abide by the New Jersey First Act/Residency Law and establish a principal residence in New Jersey, unless their position is on the exempt list or they successfully petition for exemption based on critical need or hardship. New employees will have a full 365 days to establish such residence, from the effective date of hire. For additional information regarding this law visit the University Human Resources website at: <http://uhr.rutgers.edu/new-jersey-first-actresidency-law>

PUBLIC SAFETY INFORMATION

Information regarding public safety at Rutgers, The State University of New Jersey is available in the annual security report Safety Matters. For each of Rutgers' regional campuses, the report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Rutgers University; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. "Safety Matters" is available online at: <http://rupd.rutgers.edu/aboutsafe.shtml>. A paper copy can be obtained at the RUPD headquarters on each campus or by emailing the APS Communications Director at clery@aps.rutgers.edu. The locations of the RUPD headquarters are: Camden Campus: 409 North 4th Street, Newark Campus: 200 University Avenue and New Brunswick Campus: 55 Commercial Avenue.

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