

Program Coordinator-Evaluator

Provide leadership of the Nutrition Education Electronic Reporting System (webNEERS), continuously review data, evaluate the program and create area and state reports. This position is located on the OSU-Stillwater campus as part of the Oklahoma Cooperative Extension Service (OCES) in Stillwater, OK with the home department in Nutritional Sciences (NSCI).

The incumbent works closely with the Community Nutrition Education Program (CNEP) State Coordinator in a variety of tasks (outside the arena of nutrition education) for the purpose of improving the efficiency and effectiveness of CNEP.

This person is administratively responsible to both the OCES Assistant Director/FCS and the NSCI Department Head and programmatically responsible to the CNEP State Coordinator.

This is a non-exempt .75 FTE position (30 hour workweek). Additional hours may be required as needed (to include some early mornings, evenings and/or weekends) and must be approved by the supervisor. A flexible work schedule may be considered.

Required:

Bachelor's degree in Human Sciences, Nutritional Sciences, or similar with one year experience working in an office providing assistance to others. Experience using research methods for evaluation purposes.

Valid Driver's License

*Requires travel within the state with occasional overnight stay required. Travel budget provided.

* Proficiency in Microsoft Word, Excel, PowerPoint and Outlook.

* Demonstrated proficiency of administrative and related office skills.

* Exhibit excellent time management skills.

* Detail-oriented with strong interpersonal communications and telephone skills.

* Ability to work well under deadlines.

* Ability to work independently and in a team environment.

* Ability to work effectively with state agencies, the academic community, and OCES Extension Educators.

* Evidence of ability to effectively communicate orally, in writing, and work effectively with the public.

Preferred:

Master's degree in NSCI.

* Experience in providing education to limited-income individuals is desirable.

* Experience in planning, implementing, and evaluating nutrition education programs is desirable.

* Experience with nutrition education and the CNEP program is desirable.

* Understanding of the Oklahoma Cooperative Extension Service and opportunities to deliver nutrition education.