Job Title: Summer Nutrition Program Assistant

Office Location: Cornell Cooperative Extension Association of Herkimer County Education Center, 5657 State Rte 5, East Herkimer

Hours: 20 - 25 hours per week
July – August 2013

Supervisor: Assistant Director

Salary: $8 / hour for 150 hours. Note if applicant is Herkimer County resident and going into Junior or Senior year of college, pay rate is $9 / hour as part of Herkimer County College Corps for 200 hours.

General Responsibilities:

Duties include, but are not limited to, providing support to the Creating Healthy Places project for Cornell Cooperative Extension of Herkimer County (CCE) in cooperation with Herkimer County HealthNet (HCHN).

Specific Duties:

- Work with Creating Healthy Places Program Educator to plan, implement, and evaluate tasting demos / informational displays at farmers markets, targeted grocery and convenience stores, and Family Fun Day to encourage use of fresh local produce.

- Work with Creating Healthy Places Program Educator on distribution plans for 2013 “Herkimer County Local Foods Map”.

Other Opportunities:

- Assist with CCE Open House for County Legislators (local foods lunch and exhibit)

- Participate in at least one “Food Preservation 101” workshop to be held at CCE office in Herkimer

- Assist with “Family Fun Day” community event sponsored by Herkimer County HealthNet and WIC involving area agencies in exhibits promoting healthy eating and increased physical activity. Assist with CCE “local foods” exhibit.

Participate in training sessions and staff meetings as requested.

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Maintain accurate, up-to-date, and complete records as required to evaluate program and meet funding requirements.

Assist with other duties as assigned.

**Reporting Relationships:**

Work under the general supervision of the Assistant Director. No supervision of other employees is required.

**Minimum Degree of Experience:**

A high school diploma is required; one to two years of relevant course work in nutrition or related field at an accredited institution preferred. Must be able to meet travel requirements of this position. Mileage will be reimbursed for business use.

**Knowledge, Skills, and Abilities:**

Ability to function as a team member and work with staff and program participants.

Ability to set priorities, meet deadlines, set own schedule, and works efficiently.

Good writing, oral, mathematical, and organizational skills.

Ability to work and motivate participants in one-on-one and group situations.

Ability to keep information confidential.

Basic knowledge of food preparation, food safety, and nutrition.

Ability to work flexible hours as necessary (including some evenings and weekends).

**Benefits:**  None

**Date Position Available:**  July 2013

**For more information:**  Call Linda Robbins at 315.866.7920 X 223 or e-mail LLR6@cornell.edu

**To apply:**  Send letter of intent and resume to Linda Robbins, Cornell Cooperative Extension, 5657 State Rt. 5, Herkimer, NY 13350 (fax: 315.866.0870 or e-mail: LLR6@cornell.edu)