



Position Announcement:

*Intertribal Community Nutrition and Health
Promotion Partner*

Reports to: OKTEP Supervisors

Status: Full Time

Work Site: Stillwater, OK

Position Summary:

Responsible for the in-school Eagle Adventure program and other activity-based interactive nutrition education with multiple Tribal partners under supervision of Oklahoma Tribal Engagement Partners (OKTEP) and in coordination with Tribal partner needs.

Responsibilities Include:

- Preparation and implementation of Eagle Adventure diabetes prevention program for youth to achieve positive health and nutrition outcomes. Additional emphasis on school policy, systems and environmental change, after-school programming, camp and community activities.
- Participate in Tribal, school and/or community committees/coalitions to encourage healthy eating habits and physically active lifestyles.
- Provide regular newsletters and press releases to announce programs and increase awareness of Eagle Adventure/Not Our Destiny youth and family events and program outcomes.
- Work nontraditional schedule dependent on program needs.
- Assist in maintaining cleanliness of workspace and follows all food safety practices.
- Demonstrate and participate in healthful food choice and tasting activities alongside youth.
- Demonstrate and participate in physical activity alongside youth.
- Document learner progress and program impact through Eagle Adventure pre/post tests and all other documentation and reports required by OKTEP.
- Assist in creating evidence-based educational materials and/or utilize existing evidence-based, research-tested, practice-tested, or emerging-evidence materials to support the delivery of educational programs to youth and adults.
- Collaborate with Tribal, OKTEP staff, school system, and other community partners to organize and provide nutrition and physical activity events for SNAP and FDPIR eligible individuals such as food demonstrations, health and activity fairs as well as recruitment of potential Eagle Adventure schools, etc.
- Develop memorandum of understanding/agreement (MOU/A) with Tribal partners in coordination with OKTEP staff.
- Exhibits excellent communication and organization skills in order to coordinate educational events and build respectful relationships with Tribal partners.
- Serve as an effective team member of OKTEP, Tribal partnerships and other Oklahoma SNAP-Ed Implementing Agencies.
- Travel to sites outside of assigned workstation when needed.
- Mentor new educators as assigned.
- All other duties as assigned.

Qualifications:

- Must be able to motivate oneself and work independently while also working well in a team environment.
- Ability to perform basic computer skills, including Microsoft Office Suite and email.
- Proficient in public speaking/speaking in front of groups of youth and adults; effective written and verbal communication skills.
- Ability to be flexible and think on your feet in all situations; works well with people in all types of situations.
- Maintains good communication skills and interpersonal skills with children and parents; punctual, prepared and professional.
- Must be able to safely lift up to 50 pounds.
- Must possess a valid Oklahoma Driver's License, reliable transportation and vehicle insurance.
- Must be able to pass a background check.

Educational/Experience Requirements:

- Bachelor's degree in Family and Consumer Science, Nutrition, Education, Public Health or related field
- 1 year of experience working with elementary age youth or in a Tribal youth program
- Experience in curriculum and program development preferred
- Experience participating in community-based research preferred
- Experience working in Tribal communities preferred

Application Information

Applicants please note, a complete application consists of:

1. Cover letter addressing qualifications for position.
2. Resume or Curriculum Vitae.
3. List of 3 professional references with contact information including e-mail address and phone number.

For more information, visit www.oktep.com/careers.

For questions about the position, contact Becky Schlais at beckyschlais@oktep.com.
Ready to apply? Email your materials to Becky Schlais at beckyschlais@oktep.com.

The review of applications will continue until the position is filled.

Continuation of position is contingent on availability of grant funds.

OKTEP is committed to the full inclusion of all qualified individuals. As part of this commitment, OKTEP will ensure that persons with disabilities are provided reasonable accommodations.



OKTEP Benefits Overview

In addition to competitive salaries, OKTEP offers a generous benefits package which includes the following:

- 24 days (192 hours) of annual leave per year
- 24 days (192 hours) of sick leave per year
- Up to 22 paid holidays*
- 12% employer contribution to 401K with no match required
- 90% employer paid health insurance for employee and family
- Up to 12 weeks paid paternal leave following the birth, adoption, or foster care placement of a child
- Employee assistance plan

Additional ancillary benefits are available at the expense of the employee including:

- Dental insurance
- Vision insurance
- Flexible spending account
- Short and long term disability
- Life insurance

*Holidays dependent on assigned location. OKTEP employees with assignments to partner tribes follow partner's holiday schedule.