



Position Title: Community Nutrition and Health Promotion Partner

Reports to: Kiowa Tribe Food Distribution Program Director & OKTEP Supervisor

Rate of Pay: Salary range \$43,888 – 47,840 annual; dependent on education and experience

Status: Full Time

Work Site: Carnegie, OK

Position Summary:

Responsible for interactive nutrition education through delivery of the in-school Eagle Adventure program, Not Our Destiny cooking demonstrations, and other nutrition education activities. This position will also participate in program evaluation and will be responsible for data collection necessary to show program outcomes.

Responsibilities Include:

- Preparation and implementation of Eagle Adventure educational programs for youth to achieve positive health and nutrition outcomes, with additional emphasis on school policy, systems, and environmental change.
- Preparation and implementation of Not Our Destiny cooking demonstrations for FDPIR audiences to achieve positive health and nutrition outcomes.
- Communicate science-based nutrition and physical activity information effectively to audiences of all ages.
- Document learner progress and program impact through required documentation and reports required by FDPIR and OKTEP.
- Demonstrate and participate in healthful food choice and tasting activities alongside audience.
- Demonstrate and participate in physical activity alongside audience.
- Co-create research-based educational materials (handouts, curriculum, media based) and/or utilize existing research-based materials to support the delivery of educational programs to address emerging needs.
- Provide regular flyers, newsletters, and press releases to announce, effectively promote and increase awareness of Eagle Adventure, Not Our Destiny, and FDPIR activities and program outcomes for FDPIR/SNAP eligible audiences.
- Network with other tribal programs to provide information regarding FDPIR and SNAP-Ed programs, nutrition education, and outreach.
- Collaborate with Tribal, OKTEP staff, school system, other community partners, and volunteers to organize and offer nutrition and physical activity events for SNAP and FDPIR eligible individuals including food demonstrations, subject matter in-services, health fairs, etc.
- Recruit potential schools and community partners for nutrition education opportunities.
- Deliver educational programs for making healthy food choices, and handling food safely to adults, youth, and families in a variety of community settings.
- Exhibits excellent communication and organization skills in order to coordinate educational events and build respectful relationships with Tribal partners.

- **Responsibilities Include (continued):**

- Participate in tribe, school and/or community committees/coalitions to encourage healthy eating habits and physically active lifestyles.
- Provide processes to facilitate active communication flow and collaboration between partner tribes, participants, volunteers, and OKTEP staff, including but not limited to using multiple methods of electronic communication (i.e., web sites, publications, video conferencing and other online methods).
- Collaborate with community members, organizations, businesses, and agencies to aid delivery of consistent educational messages throughout multiple sectors of influence.
- Serve as an effective team member of FDPIR, OKTEP, and other Oklahoma SNAP-Ed Implementing Agencies.
- Assist in maintaining cleanliness of workspace and follows all food safety practices.
- Work nontraditional schedule dependent on program needs.
- Travel to sites outside of assigned workstation when needed.
- All other duties as assigned.

Minimum 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.

Must be able to comply with The Kiowa Tribe Drug Free Workplace Policy, including passing pre-employment drug test.

Educational/Experience Requirements:

Bachelor's degree in Family and Consumer Science, Nutrition, Education, Public Health, or related field preferred.

At least three years of experience within education, health, wellness, or related field

Experience working with elementary age youth.

Experience in curriculum and program development preferred.

Experience participating in community-based research preferred.

Experience working in Tribal communities preferred.

An equivalent combination of education and experience may be substituted for the qualifications.

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.

Special Instructions to Applicants:

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.

Ready to apply? Email your cover letter, resume and reference materials to Becky Schlais at beckyschlais@oktep.com.

To ensure consideration for this position, application materials must be received by Friday, June 28, 2024, though the review of applications will continue until the position is filled.

In addition to competitive salaries, OKTEP offers a generous benefits package. For more information visit www.oktep.com/careers.

For questions about the position, contact Becky Schlais at beckyschlais@oktep.com.