

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: PROGRAM MANAGER, CENT\$IBLE NUTRITION PROGRAM

Reports To: Designated Supervisor

UW Job Code: 3738

UW Job Family: 3C – Instructional/Educational Service

SOC Code: 25-9021

FLSA: Exempt

Pay Grade: 24

Date: 10-16-19

JOB PURPOSE:

Manage, develop, coordinate and implement multiple activities and programs for the Cent\$ible Nutrition Program (SNAP-Ed and EFNEP), including supervision of program staff, program components, program fidelity, development of SNAP-Ed and EFNEP plans and provide training to educators throughout Wyoming.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop future and oversee current activities of the Cent\$ible Nutrition Program (CNP), the state's SNAP-Ed and EFNEP programs in compliance with legislation and funding mandates and guidelines for both the USDA NIFA, FNS, and Wyoming Department of Family Services.
- Supervise program staff and coordinate state committees, including the Nutrition Action Coalition.
- Develop, coordinate and implement multi-level community intervention training designated for the development of statewide policy, systems, and environmental changes related to low-income nutrition and physical activity supports and education.
- Develop specific goals for development and implementation which may include joint projects with other Wyoming agencies and partners.
- Deliver both in-person and via distance technology, professional training for CNP staff and serve as a resource for nutrition education materials and information.
- Coordinate, implement, and evaluate EFNEP and SNAP-Ed programs statewide, including national, state, and Extension reporting using the SNAP-Ed Evaluation Framework and EFNEP reporting system.
- Assist in the implementation of programmatic and administrative policies and procedures following grant guidelines and policy.
- Represent the University of Wyoming, CNP and Extension at local, state, regional, and national meetings and conferences.
- Conduct site visits annually to ensure program fidelity and compliance.

SUPPLEMENTAL FUNCTIONS:

- Assist with impact and annual reporting.
- Perform other special projects and duties, as assigned.
- Serve on committees and represent the unit at various meetings and events.
- Recommend and participate in the development of policies and procedures.

COMPETENCIES:

- Individual Leadership
- Independence
- Work Prioritization & Management
- Meeting Membership
- Strategic Planning
- Developing Organizational Talent
- Formal Presentation Skills
- Attention to Detail

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in a related field**

Experience: **7 years progressively responsible work-related experience**

- **Master's degree and 4 years progressively responsible work-related experience is preferred.**

Required licensure, certification, registration, or other requirements:

- **Valid driver's license**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Nutrition principles, food safety, physical activity, and standard nutrition practice for behavior change.
- Curriculum Development
- Current Dietary Guidelines for All Americans and MyPlate recommendations.
- Current grant guidance for SNAP-Education and national policy for EFNEP programs.
- Applicable University, federal and state rules and regulations.
- Project planning, leadership, and supervision theory, methods and practices.
- Assessment and data analysis techniques, methods and practices.
- University and community outreach entities and support organizations.
- Request for proposal techniques and methods.
- Special events planning methods and techniques.
- Departmental computer technologies, including system requirements, functions, upgrades, additions, and new hardware and software developments.
- Supervisory and training methods and techniques.

Skills and Abilities to:

- Assess department needs and develop new or enhance existing programs.
- Develop future and oversee current activities of the Cent\$ible Nutrition Program (CNP), the state's EFNEP and SNAP-Ed programs, and related national and Extension initiatives.
- Supervision of program staff and coordination of statewide committees, which include the State Nutrition Action Coalition.
- Understand, interpret and implement Federal, State and University policies and procedures.
- Organize and provide training for the CNP.
- Apply problem-solving techniques and professional judgment in complex, confidential and sensitive situations.
- Access, establish and maintain a network of community agencies for resources and referral purposes to support individuals with limited resources.
- Work effectively with faculty, staff, students, families and other stakeholders from different backgrounds, including elected officials.
- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Adhere to high standards of integrity, confidentiality, and honesty.
- Work as a team member and foster a cooperative team environment.

WORKING CONDITIONS:

Routine office working conditions. Regular in-state and out-of-state travel for site visits and attend regional and national meetings; exposed to regular repetitive hand movement for computer usage.

DISTINGUISHING FEATURES:

CNP Educator 1: Provides, under general supervision, nutrition education to low-income families, adults and youth in accordance with federal guidelines. Recruit and provide education in nutrition, meal planning, food resource management, food safety and food preparation skills to low-income families, youth and individuals. Develop and adapt training to meet the needs of various program participants. Outreach to community agencies, schools, coalitions, and organizations to coordinate, develop, maintain, and expand policy, system, and environmental (PSE) changes that help the low-income community adopt healthier nutrition and physical activity behaviors.

CNP Educator 2: Provides, under limited supervision, nutrition education to low-income families, adults and youth in accordance with federal guidelines. Recruit and provide education in nutrition, meal planning, food resource management, food safety and food preparation skills to low-income families, youth and individuals. Develop and adapt training to meet the needs of various program participants. Outreach to community agencies, schools, coalitions, and organizations to coordinate, develop, maintain, and expand policy, system, and environmental (PSE) changes that help the low-income community adopt healthier nutrition and physical activity behaviors.

CNP Educator 3: Under very limited supervision, provide nutrition education to low-income families, adults and youth in accordance with federal guidelines. Recruit and provide education in nutrition, meal planning,

food resource management, food safety and food preparation skills to low-income families, youth and individuals. Develop and adapt training to meet the needs of various program participants. Outreach to community agencies, schools, coalitions, and organizations to coordinate, develop, maintain, and expand policy, system, and environmental (PSE) changes that help the low-income community adopt healthier nutrition and physical activity behaviors.

CNP Educator 4: Provide direct nutrition and physical activity education to low-income families, adults, and youth in accordance with federal guidelines resulting in adoption of healthy behaviors. Recruit and provide education in nutrition, physical activity, meal planning, food resource management, food safety and food preparation skills to low-income families, youth and individuals. Engage in multi-level community-based approaches to prevent obesity and chronic diseases. Develop and adapt training to meet the needs of various program participants. Coordinate and supervise CNP personnel and activities. Assist state personnel in developing policy, system, and environmental (PSE) strategies to be implemented statewide.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.