

DISTRICT NUTRITION EDUCATOR

Position Announcement

K-State Extension Frontier District serves Anderson, Franklin, and Osage Counties in Eastern Kansas. The extension unit has offices in Garnett, Lyndon, and Ottawa. The nutrition educator works with the Nutrition, Food Safety and Health Agent to deliver community-based education that promotes healthy eating, food safety, physical activity, and food resource management. This position supports both direct education and community-level efforts to improve nutrition-related behaviors and environments. The educator plays a key role in building relationships with community partners and contributing to the overall mission of K-State Extension to improve the quality of life and well-being for Kansas residents. The Frontier District Governing Board provides the salary and benefits for this position, and the nutrition educator reports to the Nutrition, Food Safety and Health Agent and the district director.

RESPONSIBILITIES

- Collaborate with the Nutrition, Food Safety, and Health Agent to assess the nutrition and health needs of individuals in the Frontier District, including those with limited resources.
- Coordinate, prepare, deliver, and evaluate research-based nutrition education programs for youth, adults, and older adults in a variety of settings, including schools, senior centers, food banks and pantries, low-income housing sites, libraries, and recreational facilities.
- Develop partnerships and maintain contacts with local service agencies, school districts, and other community organizations.
- Participate in community coalitions and/or establish partnerships that promote, implement, and support policy, system, and environmental (PSE) initiatives, such as improving access to healthy food and physical activity in community settings.
- Maintain accurate records for documentation, including preparing and submitting required materials for financial reporting, such as mileage logs and purchase receipts. Assist the Nutrition, Food Safety, and Health Agent in compiling data and narratives for impact reports and providing regular updates to the Frontier District Governing Board on program activities.
- Gather and enter data related to nutrition education programs and PSE activities on a regular basis into the electronic reporting system.
- Represent the Frontier District and K-State Extension in a positive, professional, and welcoming manner when interacting with the public and performing responsibilities.
- Establish and maintain effective working relationships with colleagues, clientele, and appropriate community partners. Travel across the district is required.

QUALIFICATIONS

- Associate degree or two years of relevant experience. Bachelor's degree preferred in nutrition, family and consumer sciences, public health, or a closely related field.
- Knowledge of basic nutrition, food safety, and physical activity guidelines (e.g., USDA Dietary Guidelines for Americans, and Physical Activity Guidelines for Americans).
- Strong written and verbal communication skills, with confidence in speaking in front of groups.

Kansas State University is an equal opportunity provider and employer.

- Strong interpersonal skills, with the ability to build rapport and collaborate effectively with colleagues and community partners.
- Access to a personal vehicle and the ability to obtain/maintain a valid driver's license.
- Demonstrated leadership in community health promotion and delivery of educational programs is preferred.
- Knowledge and/or experience of public health approaches to promote policy, system, and environmental (PSE) changes, particularly those that improve access to healthy food and physical activity, are preferred.
- Experience in working with limited-resource audiences or diverse populations is preferred.

COMPENSATION AND BENEFITS

Wages: This is an hourly position with a 40-hour workweek. Compensation is set by the Frontier Extension District Governing Board. Wages commensurate with professional experience and available funding. Pay periods are semi-monthly.

Retirement: The employee will be enrolled in the Kansas Public Employees Retirement System (KPERs).

Health Insurance: Health insurance begins after a 30-day waiting period.

Holidays and Leave: Paid holidays are in accordance with the Frontier District Holiday Schedule as approved by the Frontier District Governing Board. Sick leave is accumulated one day per month. Vacation leave is accumulated monthly and starts at 12 days per year. Additional questions about the benefits of this position can be directed to Rebecca McFarland, District Director.

Other: Cell phone allowance and mileage reimbursement are provided.

APPLICATION PROCEDURE

To apply, submit a cover letter, resume, and application for employment to Rebecca McFarland, District Director, at rmcfarla@ksu.edu. The position announcement, application for employment, and additional information are available on the district website at <https://www.frontierdistrict.k-state.edu/>.

Screening will begin immediately and continue until the position is filled. For best consideration, apply by October 2, 2026.

For more information, contact Rebecca McFarland, District Director, at 785-229-3520 or rmcfarla@ksu.edu.