

Assistant/Associate Extension Agent (Nutrition &
Community Health)
LSU AgCenter

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Posted Mar. 28, 2025, set to expire Nov. 9, 2025

Job Title	Assistant/Associate Extension Agent (Nutrition & Community Health)
Department	Jefferson Davis Parish
Institution	LSU AgCenter Jennings, Louisiana
Date Posted	Mar. 28, 2025
Application Deadline	Apr. 28, 2025
Position Start Date	Available immediately
Job Categories	Research Scientist/Associate Core Faculty
Academic Field(s)	Nutrition and Dietetics Community Health
Apply Online Here	https://lsu.wd1.myworkdayjobs.com/LSU
Apply By Email	
Job Description	

POSITION VACANCY ANNOUNCEMENT

Work Location: The area to be served is a two-parish area, including Jeff Davis and Acadia parishes in the Southwest Region of the LSU AgCenter. The position will be domiciled in Jeff Davis Parish and provide nutrition programming and/or serve as point of contact in that parish predominantly. The position will serve as a point of contact for Acadia parish on a needed basis for EFNEP and General Nutrition questions.

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Position Description: This is a non-tenure track, agent level position 100% Extension appointment. The Assistant/Associate Nutrition & Community Health Extension Agent will work under the supervision and direction of the Parish Chair, NCH Regional Coordinator, Regional Director, and NCH state office staff. This position will have an 80% Flavors of Health (FOH-general nutrition) education appointment and 20% EFNEP (Expanded Food and Nutrition Education Program) appointment.

For the eighty (80%) Flavors of Health (FOH) appointment, the Agent will develop and maintain a plan of work for general nutrition education programming based on current FOH expectations and for serving as a primary point of contact for nutrition programming in Jeff Davis parish. This will include recruitment of clientele for nutrition programs; implementation of core curricula; preparation of nutrition education materials/communications/activities that respond to local needs or requests, facilitation of community advisory committee to provide programmatic direction and strengthen program efforts. Additionally, the incumbent would be expected to disseminate research-based information, develop educational opportunities, and participate in other educational meetings aimed at serving stakeholders in the Jeff Davis parish. The Agent is expected to use a variety of delivery methods in delivering information and providing educational opportunities which could include newsletters, social media, workshops, and other educational meetings, and contributing to parish-based web pages. As part of this work, the agent will work on Healthy Community projects in Jeff Davis parish.

Twenty percent (20%) of the agent's appointment will provide leadership and supervision for EFNEP efforts in Acadia Parish. Responsibilities will include training, evaluating, and supervision of local EFNEP personnel. The agent will support local EFNEP personnel through assisting in developing and sustaining collaborative relationships with community agencies and grassroots organizations. Additionally, the agent will collect and analyze program data, create reports, and communicate outcomes; manage program assets and funds and promote EFNEP goals and objectives that meet the requirements of federal EFNEP policy guidelines. The agent is expected at a minimum to travel to Acadia parish one day per week.

Coordination and collaboration with other LSU AgCenter and SU AgCenter Extension faculty and staff will be essential. The Agent would be encouraged to work with other faculty and program areas within the parishes to identify collaborations that would benefit, strengthen, and leverage the educational programming of all faculty. The incumbent is expected to be computer literate and able to use various types of technology such as tablets, phones, etc. as teaching tools for nutrition education training and outreach. The Agent is expected to complete an annual plan of work with teaching objectives and will be responsible for reporting programmatic results to parish, regional and/or state partners as required by local or regional supervisors(s), state office personnel or state nutrition administrators. This employee must maintain an extensive record keeping system which involves evaluation of knowledge,

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skills, and behavior change for accountability purposes. As an extension employee, the agent must be willing to continue professional improvement to maintain professional competence as a faculty member of the LSU AgCenter. To attend and conduct programming to meet the needs of clientele, this position requires overnight travel and work on evenings and weekends. Additionally, the agent is expected to perform other tasks that may be as assigned by supervisor(s).

Qualification Requirements: A baccalaureate degree in dietetics, community and family nutrition, human ecology, public health, health and/or wellness with a focus on nutrition, food science, food systems management, or closely related degree from an accredited college or university is required. Degrees in other fields that relate to the duties of the position may be considered if combined with directly related experience. The applicant must have an undergraduate degree with an overall grade point average of at least a 2.5 (all GPA requirements based on a 4.0 system) and a 3.0 for graduate work attempted, if any, or master's degree or a current grade point average of at least 3.0 on at least 12 hours of graduate credit. This applicant must demonstrate effective oral and written communication skills. Applicants must have knowledge of community organizing. Two years of experience is desired in recruiting, training, and supervising volunteers, and paraprofessionals. Experience in teaching and applying principles of leadership development to both youth and adults is also desired. Knowledge of public relations, food systems, community development, a familiarity of the cultures within the parishes assigned and the ability to cope with change are highly desirable characteristics. The ability to work with and through others is essential, as is the ability to function with minimum supervision. Successful candidates will exemplify a positive attitude and a passion to improve the lives of others.

Salary and Benefits: Salary will be commensurate with qualifications and experience. The LSU AgCenter has an attractive benefits package with a wide variety of benefit options. Benefits offered include retirement, multiple medical insurance options, supplemental insurances (dental, life, long-term disability, accident, vision, long-term care, etc.), Tax Saver Flexible Benefits Plan (saves tax dollars on some child care and medical expenses), university holidays (14 per year, typically includes a week off at Christmas), generous annual (vacation) and sick leave benefits, Employee Assistance Program, and possible educational leave and tuition exemption for coursework at campuses of the LSU System. Specific benefits depend on job category, percent effort and length of employment.

Conditions of Employment: A personal automobile and appropriate insurance coverage is required

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(travel allowance provided). Satisfactory completion of one specific graduate level extension courses (3 credit hours) is required in year two or three of employment, prior to promotion eligibility to associate agent. Additionally, a faculty member who does not have a related master's degree must complete an additional 12 hours of related graduate level coursework in order to be promoted to associate agent and such promotion must occur in the first seven years of employment. An exception is that additional agent experience may be substituted for 12 hours of coursework, but not for the required course.

Date Available: Upon completion of the selection process.

Application Deadline: April 28, 2025 or until a suitable candidate is identified.

Application Procedure: Qualified candidates must apply online at <https://lsu.wd1.myworkdayjobs.com/LSU> (or through Workday for internal applicants) by attaching file(s) containing a curriculum vita, a letter of application, official university transcripts, and two letters of reference. Questions about the online application system should be directed to the HRM Office at 225/578-0324. (Paper, faxed, or emailed application materials will not be accepted.) In lieu of attaching the letters of reference, they may be sent directly to:

Mandy Armentor, NCH Regional Coordinator

Southwest Region Office

1373 Caffey Road

Rayne, LA 70578

Email: marmentor@agcenter.lsu.edu

Phone: 337-788-7547; Fax 337-788-7553

Web site: www.lsuagcenter.com

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The Louisiana Cooperative Extension Service is an Equal Opportunity Employer, and applications will be accepted without regard to race, religion, color, sex, national origin, age, or disability. Information on Equal Employment can be obtained from the EEO and Civil Rights Coordinator, 103 J. Norman Efferson Hall, LSU AgCenter, Baton Rouge, LA 70803. Phone 225.578.2258. It is the policy of the Louisiana Cooperative Extension Service to employ only United States citizens or aliens lawfully authorized to work in the United States.

The LSU Agricultural Center is a statewide campus of the LSU System and provides equal opportunities in programs and employment.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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