

HUMBOLDT COUNTY OFFICE OF EDUCATION
Special Projects Technician
Nutrition Education Programs



Job Summary

Under the direction of the Nutrition Education Coordinator and School Support Program Manager, assists with designing, implementing and evaluating programs and activities that teach nutrition education through utilizing school gardens and local farms.

Examples of Duties

The Special Projects Technician will work closely with the Nutrition Education Coordinator in completing objectives outlined in the program scope of work. Examples of duties include:

- Assists with the development of a Garden-Enhanced Nutrition Education (GENE) School Network and related activities such as scheduling regular meetings, developing agendas, securing speakers, and assisting with facilitation of network meetings.
- Assist with planning and conducting nutrition education staff development opportunities.
- Organizes garden enhanced nutrition education related programs and activities with participating schools, after school programs and local farms.
- Assists with procuring necessary curricula and other materials to ensure successful program implementation.
- Develops and distributes garden-enhanced nutrition education newsletter.
- Assists with securing additional funding as needed to sustain and expand program activities.
- Supports community efforts around garden and farm based nutrition education by collaborating with community groups/coalitions.
- Assists with the preparation of informational, statistical, and narrative reports under the direction of the Nutrition Education Coordinator.
- Confers with Nutrition Education Coordinator regularly to report and discuss status of program activities.
- Attends program related meetings and conferences as needed.

Education and Experience

Graduation from high school and coursework relative to nutrition, agriculture, environmental education or comparable subject required. Must have well-developed verbal and written communication skills, organizational and problem solving skills, and computer skills.

Knowledge of:

- Current garden based nutrition education related trends and issues;
- Local community health and agriculture organizations;
- School garden curricula with focus on nutrition and supporting instructional materials;
- Typical computer word processing and graphics display programs

Ability to:

- Communicate effectively both orally and in writing;
- Make oral presentation to small and large groups;
- Relate well and to work cooperatively with a variety of agency and school representatives;
- Maintain records, compile and verify data;
- Work effectively in the absence of supervision;
- Adapt to changing work demands;
- Manage task priorities to meet deadlines;
- Work effectively under varying degrees of stress.

Range 37

Personnel Commission Approved 9/22/05