Senior Program Lead
SNAP-Ed

WE TRANSFORM LIVES
Everything we do is designed to improve the quality of life of the people in the state of Illinois, across the nation, and around the world. We discover, develop, translate, and disseminate knowledge to address societal concerns and train the next generation of experts and leaders in a way that empowers them to expand the boundaries of science to higher levels of understanding and influence.

Be a part of our story. Through learning partnerships that extend knowledge and change lives, University of Illinois Extension provides educational programs aimed at making life better, healthier, safer, and more profitable for individuals and their communities. Illinois Extension has operated continuously for more than 100 years connecting the citizens of Illinois to their land-grant university by providing educational programming around the state. University of Illinois Extension is based in the College of ACES and works with all colleges and units of the University of Illinois at Urbana-Champaign.

Position Overview

The Senior Program Lead, SNAP-Ed serves as a regular, full time, 12 month academic professional with primary responsibility for overseeing the overall day-to-day operations, implementation, supervision and policymaking for SNAP-Ed. The position is part of the nutrition education program leadership team for the $25 million community nutrition education programs funded through the Supplemental Nutrition Assistance Education Program (SNAP-Ed) and Expanded Food and Nutrition Education Program (EFNEP) which make-up the Illinois Nutrition Education Program (INEP). This position will be responsible for providing statewide program strategy, programmatic leadership, and advice to the Assistant Dean, Family and Consumer Science.

One full-time position is available.

Location: Urbana-Champaign Campus

Organizational Leadership

• Provide overall leadership and strategic guidance for day to day operations of the statewide SNAP Ed grant
• Oversee the strategy and development of the SNAP Ed grant plan. Act as PI of the grant in the absence of the Assistant Dean, Family and Consumer Science.
• Lead the SNAP Ed leadership team. Supervise designated staff, including conducting staff performance reviews and developing and implementing staff development and staff performance improvement initiatives.
• Communicate with 27 units across Extension, SNAP Ed grantor, and subcontractors across the state.
• Initiate and direct interdisciplinary committees and workgroups pertaining to the grant.
• Collaborate with Assistant Program Directors in Family Consumer Science to ensure streamlined and efficient operations across all FCS programs.
• Work in coordination with the Assistant Program Director, Business and Finance to maintain sound fiscal decisions that meet grant requirements.
• Lead and oversee the development of the SNAP Ed policy and procedure manual and the management evaluation process

Application Due
August 31, 2021

Proposed Start Date
As soon as possible after the closing date

Salary
Commensurate with experience and qualifications

To Apply
Go To: http://go.illinois.edu/149431
Log in to your account and upload a cover letter and resume, as well as the names and contact information of three professional references

More Information
The position is a full-time, benefits eligible, non-tenure academic professional position appointed on a 12-month service basis. Generous vacation and sick leave. State Universities Retirement System. Group health, dental, vision and life insurance.

This is a security-sensitive position. Comprehensive background checks, including but not limited to a criminal conviction information check, and a review of the Registered Sex Offender list, will be conducted.

We Transform Lives
• Build relationships and establish partnerships with stakeholders. Represent Extension on national and statewide task forces and coalitions.
• Give regular presentations, in-services, and trainings on topics related to the position for internal and external stakeholders.
• Represent FCS on the Extension teams
• Establish and maintain relationships across the campus, state, multi-state region or nation with program stakeholders and other nutrition education programs.
• Represent SNAP-Ed on state and national task force and working groups.
• Contribute to the overall vision of FCS.

Research

• Establish professional relationships and participate in campus-based partnerships that connect academic programs and research to complement Extension programming.
• Serve on state or national board and workgroups to enhance partnerships and collaborations between Illinois Nutrition Education Programs and other nutrition/physical activity organizations.
• Participate in research activities with faculty and collaborating partners. Contribute to publications that advance the research-based evidence of SNAP Ed or community nutrition education.
• Be an active member within a professional society(s) to keep abreast of changes within your discipline.
• Pursue professional development opportunities to enhance competency in subject matter area.

Other Information

• Comply with all reporting deadlines and requirements (e.g. plans-of-work, activity and impact reporting, etc.).
• Comply with all University of Illinois Extension Affirmative Action/Equal Opportunity policies and guidelines in all aspects of Extension work; assists Unit staff with data collection for Affirmative Action, Gender, and Targeted reports.
• Perform other duties that contribute to University of Illinois Extension programming, as assigned.
• Local, regional and statewide travel required; personal transportation required.
• To perform the functions of this position, the employee will be required to perform work both within an office and outside in the communities that are served, and must have the capability to travel from one location to the other in a timely fashion. Employee is responsible for securing personal transportation. A valid driver’s license is preferred. Some work will be required during evenings and/or weekends. When working, the employee may be exposed to a variety of environmental factors to include, but not limited to, hot or cold weather, exposure to noise and allergens, and uneven ground. In performing the functions of this position, the employee may be subjected to various mental and physical demands as well to include, but not limited to, independently traveling to and performing work at different locations, lifting and moving items that may occasionally weigh up to forty (40) pounds and frequently weigh up to twenty (20) pounds, and twisting, pushing and pulling movements. More detailed information regarding the functions of this position (including the physical, mental and environmental requirements of the position) may be obtained from Human Resources for the College of Agricultural, Consumer and Environmental Sciences (ACES) by contacting hr@aces.illinois.edu.

Administrative Relationship: The Senior Program Lead, SNAP-Ed is administratively responsible to the Assistant Dean, Family and Consumer Science.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Convictions are not a bar to employment. The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit Policy on Consideration of Sexual Misconduct in Prior Employment. The University of Illinois must also comply with applicable federal export control laws and regulations and, as such, reserves the right to employ restricted party screening procedures for applicants.

As a qualifying federal contractor, the University of Illinois System uses E-Verify to verify employment eligibility.

The University of Illinois is an Equal Opportunity, Affirmative Action employer that recruits and hires qualified candidates without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability or veteran status. For more information, visit http://go.illinois.edu/EEO.
Qualifications

Required:
- Master’s degree in nutrition, community/public health, adult education, organizational leadership or related field from an accredited institution of higher education. Candidates with a Master’s degree in progress may be considered for interviews, but degree must be completed by hire date.
- At least 5 years full-time professional experience with planning, developing, and implementing community nutrition education programs.
- Staff management experience including experience facilitating groups to achieve program deliverables.
- Experience with grant coordination.
- Experience working with diverse audiences and fostering an inclusive work environment.

Preferred:
- PhD in a related field
- Experience working with SNAP education or EFNEP
- Registered Dietitian (RDN credential)
- Experience with Cooperative Extension

Knowledge, Skills, and Abilities:
- Strong oral and written communication skills. Evidence of strong interpersonal skills and ability to work within a team environment. Ability to lead cross functional teams to achieve high level deliverables and an understanding of land-grant University Extension and demonstrated ability to work effectively with Extension system are preferred.

Application Procedure:
To apply, go to https://go.illinois.edu/149431. Log in to your account and upload a cover letter and resume, as well as the names and contact information of three professional references. Resume dates must be in month/year format and employment history, at a minimum, should include all work dating back to the completion of your undergraduate degree. Positions that were less than full-time/100% must be noted as being part-time. Transcripts may be requested at a later date. To receive full consideration, all requested application materials must be submitted via the online system by the close date of August 31, 2021.

For further information about the position please contact search chair Anne Silvis at asilvis@illinois.edu. For technical assistance with the online application process, please email jobs@illinois.edu.