



Senior Manager, Family and Consumer Science Digital Nutrition Education (Internal Search)

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.

The Senior Manager, Digital Nutrition Education, Family and Consumer Science, serves as a regular, full time, 12-month academic professional. This is a senior level Extension position with primary responsibility for providing statewide leadership for the digital nutrition education for the Illinois Nutrition Education Program (INEP). This position is part of the leadership team for the \$25 million community nutrition education programs funded through the Supplemental Nutrition Assistance Education Program (SNAP-E) and the Expanded Food and Nutrition Education Program (EFNEP) within the Family and Consumer Science program area of University of Illinois Extension. This position will provide leadership for the development of statewide nutrition education content and digital education materials that addresses nutrition and physical activity needs of limited-resource families. Topics include basic nutrition, meal planning, shopping for food, food access, food budgeting and accessing other services as well as the health benefits of physical activity.

One full-time position is available.

Location: Urbana-Champaign Campus / Remote work arrangements may be considered (Position will be housed at the Urbana-Champaign Campus or a remote work arrangement will be established)

Position Overview

Strategic Direction and Leadership for INEP Digital Nutrition Education

- Develop the strategic direction and lead the statewide digital nutrition educational efforts of INEP, which includes the development of culturally relevant educational experiences and programs and digital nutrition education curriculum and instructional materials to be used across the statewide nutrition education programs.
- Direct and manage the implementation of the statewide INEP nutrition education digital content and educational materials ensuring the integrity of SNAP Ed and EFNEP program guidelines are met, and education to the public is consistent.
- Oversee and contribute to the development of virtual nutrition education content for the INEP digital education initiatives ensuring assets meet federal guidance and evidence base standards.

Application Due

September 27, 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/151340>

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.

- Organize, supervise, and participate when necessary with field staff workgroups who are educating the public in nutrition education through digital nutrition education, nutrition impact stories, and nutrition education messaging materials.

Organizational Leadership

- Oversee INEP (SNAP –Ed and EFNEP) program identity for use across all 27 Extension units and other U of Illinois System campus partners, including monitoring adherence to guidelines provided by Federal, University and Extension, which includes supervising and creating strategic nutrition education messaging materials that can be duplicated in all 27 Extension units and SNAP Ed subcontracts across the state to improve organizational efficiency.
- Manage the digital nutrition education budget of the SNAP-Ed grant.
- Develop and oversee over \$1M in vendor contracts pertaining to digital education and production of instructional materials. Evaluate software and technology for online educational purposes.
- Actively participate as a member of the INEP leadership team contributing to the overall vision and mission of INEP, co-leading the education and instruction team.
- Serve as direct supervisor and direct the work of the Specialists, and student hourly employees.
- Provide training for over 200 staff on INEP identity, promotion of digital nutrition education curriculum and instructional materials for INEP audiences, and use of digital education instructional materials.
- Collaborate on the preparation of reports that communicate program outcomes to local, regional, and statewide stakeholders.
- Oversee and develop stakeholder engagement materials, reports, and impact stories that enhance the visibility of INEP programs.
- Collaborate with Extension professionals in interdisciplinary areas to represent INEP and FCS interests in broader Extension initiatives
- Establish professional relationships and participate in campus-based partnerships that connect academic programs and research to complement Extension programming.
- Serve on state or national boards and workgroups to enhance partnerships and collaborations between Illinois Nutrition Education Programs and other nutrition/ physical activity organizations.
- Be an active member within a professional society(s) to keep abreast of changes within field of 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,

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>.

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 Manager, Family and Consumer Science, Digital Nutrition Education is administratively responsible to the Senior Lead, SNAP-Ed

Qualifications

Required:

- Master's degree in nutrition 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.
- Registered Dietitian Nutritionist
- At least 3 years of relevant experience.
- Experience leading and managing projects and/or teams
- Experience developing virtual educational materials for limited-resource families.
- Experience developing educational materials delivered through social media or other forms of technology.
- Experience with reporting outcomes of educational programs.
- Experience working with diverse populations in a community setting.

Preferred:

- Experience with Family and Consumer Sciences programming.
- Experience managing external vendors
- Experience with digital education technology platforms

Knowledge, Skills, and Abilities:

- Strong oral and written communication skills. Evidence of strong interpersonal skills. Ability to work within a team environment. Understanding of land-grant University Extension and demonstrated ability to work effectively within Extension system is preferred.

Application Procedure:

To apply, go to <https://go.illinois.edu/151340>. 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 **September 27, 2021**.

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

Build your best life. Trust Extension to help.
extension.illinois.edu



Illinois Extension
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN