FSNEP/EFNEP
Resource Guide for
State Nutrition Coordinators
Core Competencies

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With input and assistance from the Core Competency Committee, FSNEP and EFNEP
National Program Leaders/Coordinators, and state FSNEP and EFNEP Coordinators

This project was funded by the Cooperative State Research, Education, and Extension
Service/ USDA and land grant universities and colleges.
The national Core Competencies for State Coordinators, [https://nifa.usda.gov/resource/core-competencies-efnep-snap-ed](https://nifa.usda.gov/resource/core-competencies-efnep-snap-ed) developed in 2001, defines core competencies needed to be a successful state coordinator. One of the goals of the project was to assist state coordinators in identifying current strengths and areas for future professional development. This guide identifies resources that address the core competencies.

The Resource Guide lists the core competencies and identifies materials which can be reviewed for further skill development. The list is just a beginning. It contains resources recommended by the Core Competencies Committee and National Program Leaders/Coordinators. On the website, you will have the opportunity to suggest and expand the list by recommending your favorite resources.

The original list of resources was completed in March 2003. We encourage Food Stamp Nutrition Education Coordinators/state contacts to contribute to this list by recommending your favorite resources that address skill development in the core competency areas. To contribute to this list, please go to the FSNEP website, click on Information for Extension/Land Grant University Coordinators, then, click on Resource Guide for Core Competencies. Or: [https://nifa.usda.gov/resource/core-competencies-efnep-snap-ed](https://nifa.usda.gov/resource/core-competencies-efnep-snap-ed) At the bottom of the webpage, click on Comment/Updates. This page requests your personal information; you are then taken to a comments page. On the Comment/Update page, please enter the information for the resource you are recommending including author, title, year of publication, and media (book, video, cd, etc.). If you are recommending a website, include the name of the website and the web address. Also, please indicate the core competency the resource addresses.

If you are looking for resources, check the website periodically to view new resources that are being suggested by our peers.
A. Practice Shared Principled Leadership

A2. Interpret/set/apply policy and procedure.
A4. Model professional integrity.
A5. Pursue continuous professional development.
A6. Maintain cutting edge awareness in core competency areas.
A7. Create opportunities, challenge status quo
A8. Facilitate team building
A9. Facilitate organizational change for program and organization success
A10. Promote telling our stories
A11. Interface with academic organizations and community systems.
A12. Facilitate and model teamwork
A13. Keep current in the use of technology


Buckingham, Marcus, Coffman, Curt (1999) First, Break All the Rules, New York, Simon and Schuster


Association of Leadership Educators website: http://www.aces.uiuc.edu/~ALE/ and related links too many resources or www.leadershipeducators.org

National Clearinghouse for leader programs website: http://www.nclp.umd.edu/issueinfo1.asp

Ohio State University Leadership Center website: http://leadershipcenter.osu.edu/ Click on Publications: Leadership Moments, Making Meetings Manageable, Too Much To Do...Too Little Time.

Center for Creative leadership http://www.ccl.org/index.shtml


A5: The Joint Council of Extension Professionals from [http://www.jcep.org](http://www.jcep.org)

A5: Society of Nutrition Education (SNE) from [www.sne.org](http://www.sne.org)

A5: American Dietetics Association (ADA) from [www.eatright.org](http://www.eatright.org)


A10: Reporting results Telling Your Story: [http://www.uwex.edu/ces/wnep/p7/index.html](http://www.uwex.edu/ces/wnep/p7/index.html)


A 10: Texas: [http://enp.tamu.edu/](http://enp.tamu.edu/) overview, program impacts


**B. Provide leadership for statewide programming**

B1. Ensure program guidelines are followed
B2. Coordinate program planning including asset mapping and needs assessment
B3. Integrate research into educational programs
B4. Oversee curriculum identification and development
B5. Facilitate culturally sensitive program implementation for behavior change
B6. Coordinate program evaluation
B7. Conduct and/or participate in applied research
B8. Utilize evaluation results for program enhancement
B9. Recognize participant achievement
B10. Ensure compliance


Missouri FNEP website: http://outreach.missouri.edu/fnep/admin.htm


B1: Census data: www.census.gov


B4: Curriculum development: http://rutgers.njfsnep.org/curr_dev.htm

B4: Montana: www.montana.edu/nep click on Newsletters


B5: This website is for educators interested in information, resources, tips and skill-building so that they can more effectively work with low income, culturally diverse audiences and develop nutrition education programs:
http://oregonstate.edu/dept/ehe/nutrition.htm

B5: Working with culturally diverse audiences:
http://oregonstate.edu/dept/ehe/nu_diverse.htm

B5: Low income audiences: http://oregonstate.edu/dept/ehe/nu_lowincome.htm

B7: EFNEP cost benefit analysis:
http://www.extension.iastate.edu/Publications/PM1865.pdf

C. Create an environment in which staff can thrive

C1. Develop and modify a staffing pattern
C2. Create and modify position descriptions
C3. Oversee recruitment and hiring of staff
C4. Ensure organizational orientation
C5. Facilitate initial staff training
C6. Facilitate staff development
C7. Provide for performance management (counseling, coaching, termination, legal issues)
C8. Continually recognize and reward staff
C9. Coach and be coached

ISBN: 1-57524-027-0


Blanchard, Kenneth, Johnson, Spencer (1982), The One Minute Manager, William Morrow and Co.


C5: Training: http://www.uwex.edu/ces/wnep/p5/p5trng.html

C5: Iowa State FNP: Personnel information
http://www.extension.iastate.edu/efnep/personnel.html

C5: WY: http://uwadminweb.uwyo.edu/centsible/index.html employee/training materials
D. Practice stewardship of all resources

D1. Develop operational systems for financial management
D2. Develop budgets
D3. Maintain budgetary communication throughout all levels
D4. Oversee the monitoring of budgets
D5. Ensure compliance and financial accountability and reporting
D6. Authorize expenditures
D7. Provide technical assistance
D8. Seek and secure additional resources

Iowa State FNP: Financial information
http://www.extension.iastate.edu/efnep/financial.html

D5: OMB Circulars A-21 and A-87, US Office of Budget Management

E. Promote synergistic collaborations

E1. Establish relationships with partners with similar goals and visions
E2. Facilitate growth of relationships
E3. Demonstrate the benefits of shared vision
E4. Celebrate, recognize, reward collaboration


E1: USDA Food and Nutrition Service- info on Food programs:
http://www.fns.usda.gov/fns/

E1: http://www.ers.usda.gov/Briefing/FoodNutritionAssistance/ USDA-Economic Research Service- briefing room on food and nutrition assistance programs
F. Communicate program value with passion

F1. Communicate success internally and externally
F2. Advocate for the audience we serve
F3. Increase awareness of needs and assets
F4. Create loyalty
F5. Tailor messages
F6. Oversee development of marketing tools
F7. Communicate program impact

F1: Iowa State EFNEP marketing for decision makers:
http://www.extension.iastate.edu/Publications/EFNEP234.pdf


F6: Missouri FNEP marketing: http://outreach.missouri.edu/fnep/marketing.htm

F6: Missouri school recruiting brochure:
http://outreach.missouri.edu/fnep/showmenutrition.pdf

F6: Recruitment brochure: http://www.agls.uidaho.edu/enp/docs/ENP_Brochure02.pdf

F7: Iowa State FNP data and evaluation information:
http://www.extension.iastate.edu/efnep/data.html

G. Subject matter Competency

Food Stamp Nutrition Connections:
National Ag Library and Food and Nutrition Service:
http://www.nal.usda.gov/fnic/foodstamp/

Food and Nutrition Information Center USDA: http://www.nal.usda.gov/fnic/

Food and Drug Administration- Center for Food Safety and Applied Nutrition:
http://vm.cfsan.fda.gov/list.html

Cornell Cooperative Extension Food and Nutrition: http://www.cce.cornell.edu/food/

USDA Center for Nutrition Policy and Promotion: http://www.usda.gov/cnpp/

Tufts Nutrition Navigator -A Rating Guide to Nutrition Websites:
http://navigator.tufts.edu/

American Dietetics Association: http://www.eatright.org/

Extension Food Safety Education Database:
http://www.msue.msu.edu/msue/impm/ofdls/masterfs.html

A list of Extension Food and nutrition resources:
http://www.msue.msu.edu/iac/agnic/lgrntlst/foodfood.html

Core Competencies committee members: Susan Baker, Joyce Counihan, Terry Egan, Gloria Green, Larry Jones, Debra Keenan, Karen Konzelmann, R. Jeff Olson, Robin Orr, and Donna Vandergraff, Glenna Williams, Wells Willis. Thanks to Ellen Henert, FSNEP web specialist.

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