

COMMUNITY NUTRITION PROGRAM COORDINATOR

DEFINITION

Under general supervision, develops and implements community-based nutrition interventions throughout Dane County; develops and implements a Dane County nutrition coalition; organizes, conducts and evaluates a community-wide nutrition symposium; develops comprehensive tool(s) in collaboration with and for nutrition professionals to use to assess the needs and plan best practice interventions to effectively promote the health benefits of adequate and appropriate nutrition, as well as reducing the incidence of overweight, obesity and lack of physical activity of Dane County residents; researches and develops a list of potential sustainable funding sources to implement, sustain, and evaluate the nutrition plan; and, perform other duties as assigned.

EXAMPLES OF DUTIES

Provides leadership for the development, implementation, sustainment and evaluation of the Dane County nutrition coalition; provide leadership for assuring community-wide nutrition programs and services related to community needs assessment priorities, such as overweight & obesity prevention/reduction; participates in community coalitions, task forces and advisory committees that address community needs related to good nutrition, physical activity to prevent/reduce being overweight and obesity, food security and hunger; provides leadership to assure nutrition services through coordination and integration with public health and community MCH programs; organizes, conducts and evaluates a community-wide nutrition symposium; and, seeks funding to sustain the nutrition coalition.

EMPLOYMENT STANDARDS

Education and Experience: A Bachelor's degree from an accredited college in nutritional sciences, dietetics, community nutrition, public health nutrition or clinical nutrition, as well as being a Registered Dietitian with the American Dietetic Association. Must also have 2 years of community or public health nutrition-related experience (or - two years of demonstrated experience in planning, implementation, monitoring and analysis of community or public health nutrition programs). Preference will be given to candidates who possess a Master's degree in nutritional science, dietetics, community nutrition, public health nutrition or clinical nutrition, two or more years experience as a Registered Dietitian, two or more years experience with a WIC program, two or more years of supervisory experience, and certification as a lactation educator or breastfeeding educator or IBCLC.

Knowledge, Skills and Abilities: Comprehensive or evidence of greater than entry level knowledge and expertise in the area of nutrition; working knowledge of public health programs and public health sciences; knowledge of community organization and resources; knowledge of and experience in working with multidisciplinary teams; excellent oral and written communication skills, organizational skills and coalition-building skills; ability to plan and conduct educational and training programs; ability to exercise leadership; ability to work effectively independently and interdependently; and, knowledge of effective management practices and principles; demonstrated ability and willingness to learn; excellent interpersonal relationship building skills; ability to work effectively with individuals, families, small groups and communities, including people of all ages, different cultures and a range of learning abilities; ability to cope effectively with change, frequent interruptions and deadlines; demonstrated ability to manage time and multiple simultaneous tasks effectively; ability to plan, organize, prioritize, coordinate, delegate, implement and evaluate work; demonstrated ability to collect, organize and analyze data, as well as to identify significance of findings and effectively report findings and recommendations; and ability to use computer effectively.

Special Requirements: Must have a current Wisconsin license to practice as a Registered Dietitian. Must have or be able to obtain a valid Wisconsin driver's license and have access to personal transportation.