Children’s Hunger Alliance
Job Description

Job Title: Director of Nutrition and Physical Education
Reports to: Vice President of Programs
FLSA Status: Exempt
Direct Reports: Manager of Nutrition and Physical Education
Department: Nutrition Education

Job Purpose:
Oversee nutrition and physical education programs serving early child care providers; children in afterschool and summer meal programs; and adults

Job Duties and Responsibilities:
1. Provide guidance, oversight and alignment for statewide childhood education efforts that align with the Agency’s Strategic Plan.
2. Evaluate current education programs and create new programs for statewide implementation using research-based curricula and best-practices for community health education interventions. Conduct needs assessments; select appropriate pre-made training and/or design and develop customized training; create training materials and job aids; identify resources for appropriate population groups, etc.
3. Lead implementation of local and statewide education efforts including conducting train-the-trainer sessions, delivering training, supporting others’ training delivery, etc.
4. Manage adult nutrition education programming; establish additional partnerships and outreach opportunities; and seek out opportunities to expand programming.
5. Provide Agency leadership and representation statewide (advocate, spokesperson) to local, regional and state coalitions, committees and other organizations regarding nutrition and physical education, developing and maintaining relationships with the key current and potential stakeholders.
6. Develop and achieve annual goals and objectives for nutrition and physical education programs within budget.
7. Monitor education related programs, projects and grants to ensure success and provide progress reports and/or grant reporting as necessary.
8. Manage, lead and oversee staff and/or contractors, including recruiting, performance management, coaching & development, delegation, etc.
9. Other duties as assigned.

Job Qualifications:
A. Bachelor’s degree in Nutrition, Public Health, Childhood Development, Education, or equivalent, preferably with Registered Dietician credential or similar
B. Three years’ experience in nutrition education, physical education, public health or equivalent
C. Three years’ experience supervising/managing or equivalent
D. Two years’ experience designing, developing, evaluating and training within community based programs
E. Interpersonal skills—especially influencing and motivation; relationship building; coaching
F. Communication skills—especially oral, written and presentation/training skills
G. Experience/proficiency using web-based applications for training and information sharing
H. Planning, organizing and prioritizing skills
I. Organization and time management skills
J. Ability to work with diverse individuals and groups
K. Budget planning and management skills
L. Strategic thinking skills and ability to implement strategy

**Job Working Condition:**
Typical office environment
Moderate travel locally and statewide
Flexible work hours required infrequently
Infrequent lifting of materials and supplies

INTERESTED CANDIDATES SHOULD SUBMIT THEIR COVER LETTER AND RESUME TO:
hr@childrenshungeralliance.org

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