



## Position Announcement

### *Community Nutrition Educator*

**Status:** Full Time

**Work Site:** Tulsa, OK

**Reports to:** IHCRC Development and Programming Director and OKTEP Supervisors

### **Position Summary:**

Responsible for in-school Eagle Adventure program, Diabetes is Not Our Destiny programming and other activity-based interactive nutrition education to promote wellness within the Indian Health Care Resource Center (IHCRC) service area under supervision of the IHCRC Development and Programming Director and Oklahoma Tribal Engagement Partners (OKTEP).

### **Responsibilities Include:**

- Preparation and implementation of Eagle Adventure diabetes prevention program for youth to achieve positive health and nutrition outcomes. Additional emphasis on school policy, systems and environmental change, after-school programming, camp and community activities.
- Preparation and implementation of Diabetes is Not Our Destiny programming for adults as an intergenerational type 2 diabetes prevention strategy. Additional emphasis on cooking demonstrations that include traditional foods as key ingredients.
- Participate in IHCRC, Tribal, school and/or community committees/coalitions to encourage healthy eating habits and physically active lifestyles.
- Provide regular newsletters and press releases to announce programs and increase awareness of Eagle Adventure/Not Our Destiny youth and family events and program outcomes.
- Work nontraditional schedule dependent on program needs.
- Assist in maintaining cleanliness of workspace and follows all food safety practices.
- Demonstrate and participate in healthful food choice and tasting activities alongside youth.
- Demonstrate and participate in physical activity alongside youth.
- Document learner progress and program impact through Eagle Adventure pre/post tests and all other documentation and reports required by IHCRC and OKTEP.
- Assist in creating evidence-based educational materials and/or utilize existing evidence-based, research-tested, practice-tested, or emerging-evidence materials to support the delivery of educational programs to youth and adults.
- Collaborate with IHCRC staff, Tribal, OKTEP staff, school system, and other community partners to organize and provide nutrition and physical activity events for SNAP and FDPIR eligible individuals such as food demonstrations, health and activity fairs as well as recruitment of potential Eagle Adventure schools, etc.
- Exhibits excellent communication and organization skills in order to coordinate educational events and build respectful relationships with community partners.
- Serve as an effective team member of IHCRC, OKTEP, Tribal partnerships and other Oklahoma SNAP-Ed Implementing Agencies.

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### Community Nutrition Educator

- Travel to sites outside of assigned workstation when needed.
- Mentor new educators as assigned.
- All other duties as assigned.

#### Qualifications:

- Must be able to motivate oneself and work independently while also working well in a team environment.
- Ability to perform basic computer skills, including Microsoft Office Suite and email.
- Proficient in public speaking/speaking in front of groups of youth and adults; effective written and verbal communication skills.
- Ability to be flexible and think on your feet in all situations; works well with people in all types of situations.
- Maintains good communication skills and interpersonal skills with children and parents; punctual, prepared and professional.
- Must be able to safely lift up to 25 pounds.
- Must possess a valid Oklahoma Driver's License, reliable transportation and vehicle insurance.
- Must be able to pass a background check and drug test.
- Must have COVID vaccine, per requirement of IHCRRC work site location.

#### Educational/Experience Requirements:

- Bachelor's degree in Family and Consumer Science, Nutrition, Education, Public Health or related field
- 1 year of experience working with elementary age youth or in a Tribal youth program
- Experience in curriculum and program development preferred
- Experience participating in community-based research preferred
- Experience working in Tribal communities preferred

*Continuation of position is contingent on availability of grant funds.*

#### Special Instructions to Applicants:

A complete application consists of:

1. Cover letter addressing qualifications for position.
2. Resume or Curriculum Vitae.
3. List of 3 professional references with contact information including e-mail address and phone number.

The review of applications will continue until the position is filled. For more information or to apply online visit [www.oktep.com/careers](http://www.oktep.com/careers).

For questions about the position, contact Teresa Jackson at [teresajackson@oktep.com](mailto:teresajackson@oktep.com).