



JOB TITLE: Community Nutrition and Health Promotion Partner

DEPARTMENT: Administrative & Office Staff, Wichita and Affiliated Tribes

LOCATION: Anadarko, Oklahoma

SALARY: Minimum: \$18.26 Maximum: \$21.00

REPORTS TO: FDP Director and OKTEP Partners

JOB SUMMARY:

The Community Nutrition and Health Promotion Partner Coordinator is responsible for interactive nutrition education through the delivery of the in-school Eagle Adventure program. Not Our Destiny cooking demonstrations, and other nutrition education activities. This position will also participate in program evaluation and will be responsible for data collection necessary to show program outcomes.

CORE DUTIES AND RESPONSIBILITIES:

1. Organizes events and activities.
2. Organizes people or groups so that they work together efficiently.
3. Oversees the successful completion of projects and events.
4. Facilitates the occurrence of events.
5. Facilitates the collaboration of people or groups.
6. Coordinates with a team of staff members on projects or events.
7. Performs specialized tasks.
8. Establishes relationships with people, groups, clients, vendors, agencies, and businesses for the program, project, or event.
9. Performs all other duties as assigned by the Program Director or Administrator.

SPECIFIC PROGRAM DUTIES:

1. Prepares and implements the Eagle Adventure educational programs for youth to achieve positive health and nutrition outcomes, with additional emphasis on school policy, systems, and environmental change.

2. Prepares and implements the Not Our Destiny cooking demonstrations for FDPIR audiences to achieve positive health and nutrition outcomes.
3. Communicates science-based nutrition and physical activity information effectively to audiences of all ages.
4. Documents participants progress and program impact through required documentation and reports required by FDPIR and OKTEP.
5. Demonstrates and participates in healthful food choice and tasting activities alongside audience.
6. Demonstrates and participates in physical activity alongside the audience.
7. Co-creates research-based educational materials (handouts, curriculum, media-based) and/or utilize existing research-based materials to support the delivery of educational programs to address emerging needs.
8. Provides regular flyers, newsletters, and press releases to announce, effectively promote and increase awareness of Eagle Adventure, Not Our Destiny, and FDPIR activities and program outcomes for FDPIR/SNAP eligible audiences.
9. Networks with other tribal programs to provide information regarding FDPIR and SNAP-Ed programs, nutrition education, and outreach.
10. Collaborates with Tribal, OKTEP staff, school system, other community partners, and volunteers to organize and offer nutrition and physical activity events for SNAP and FDPIR-eligible individuals including food demonstrations, subject matter in-services, health fairs, etc.
11. Recruits potential schools and community partners for nutrition education opportunities.
12. Delivers educational programs for making healthy food choices and handling food safely to adults, youth, and families in a variety of community settings.
13. Exhibits excellent communication and organization skills in order to coordinate educational events and build respectful relationships with Tribal partners.
14. Participates in tribe, school, and/or community committees/coalitions to encourage healthy eating habits and physically active lifestyles.
15. Provides processes to facilitate active communication flow and collaboration between partner tribes, participants, volunteers, and OKTEP staff, including but not limited to using multiple methods of electronic communication (i.e. web sites, publications, video conferencing, and other online methods).
16. Collaborates with community members, organizations, businesses, and agencies to aid the delivery of consistent educational messages throughout multiple sectors of influence.
17. Serves as an effective team member of FDPIR, OKTEP, and other Oklahoma SNAP-Ed Implementing Agencies.

18. Assists in maintaining the cleanliness of the workspace and follows all food safety practices.
19. Works nontraditional schedule dependent on program needs.
20. Travels to sites outside of assigned workstations when needed.
21. Performs all other duties as assigned by the Program Director or Administrator.

EDUCATION AND EXPERIENCE:

1. **Preferred:** Possess a Bachelor's Degree in Family and Consumer Science, Nutrition, Education, Public Health, or any closely related field from an accredited College or University with three (3) years of verifiable, successful work experience as a coordinator or in a position of equal level or responsibility.
2. **Minimum:** Possess an Associate's Degree in Family and Consumer Science, Nutrition, Education, Public Health, or any closely related field from an accredited College or University with five (5) years of verifiable, successful work experience as a coordinator or in a position of equal level or responsibility.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledgeable in Microsoft Word, Excel, and PowerPoint.
2. Knowledgeable and skilled in correct spelling, grammar, and administrative office procedures.
3. Knowledgeable of all types of general office equipment, i.e. copiers, calculators, postage meters, and fax machines.
4. Skills to read, analyze, and interpret documents and write routine reports and correspondence.
5. Skills in communication, both oral and written, to interact with departmental staff, clients, officials, funding agencies, and other individuals regarding program and client matters.
6. Ability to organize and maintain clear and concise records.
7. Ability to be a self-starter and be able to work with a minimum amount of supervision.
8. Ability to maintain the highest level of confidentiality and professionalism at all times.
9. Ability to operate software for letter processing and spreadsheets.
10. Ability to read computer screens and printed documents.

WORK ENVIRONMENT:

Work is primarily indoors, but requires the position to be in an outdoor environment when traveling between campus buildings, and to other offsite departments. The position may be exposed to frequent noise caused by telephones, office machines, and nearby oral communications among other personnel and/or employees.

PHYSICAL DEMANDS:

Physical ability to work in an office setting and operate office equipment. See in the normal visual range with or without correction; must be able to read computer screens and printed documents. While performing the duties of this job, the employee is regularly required to stand, sit, and use hands and fingers to operate office equipment. Physical ability to lift 50 pounds, sit, climb, balance, stoop, kneel, and crouch.

SPECIAL REQUIREMENTS:

Possess a valid Oklahoma Driver's License and vehicle insurance. Subject to a background check and drug screening. Must sign a Confidentiality Agreement and abide by confidentiality regarding program. The Wichita and Affiliated Tribes hiring preference policy applies.