



**Position Title:** Policy, Systems, and Environmental Partner

**Reports to:** OKTEP Partners and Board of Directors

**Status:** Full Time

**Rate of Pay:** Salary range commensurate with education and experience

**Work Site:** Stillwater, OK

**Position Summary:**

Work collaboratively with OKTEP staff, Tribal and community partners to develop, implement and evaluate culturally relevant and tailored policy, systems, and environmental (PSE) change efforts and processes. The person in this position will focus on health equity initiatives for Native American individuals and families eligible to receive SNAP or FDPIR benefits.

**Responsibilities Include:**

- Providing leadership in writing SNAP-Ed and other grants and budgets to support PSE change efforts and health equity attainment for Native American individuals and families eligible to receive SNAP or FDPIR benefits.
- Serving as the Principal Investigator on PSE change effort grants written and received in coordination with designated OKTEP co-PIs, Tribal and/or agency co-PIs who collaborate on grant writing and acquisition.
- Providing leadership in assessing, developing, delivering, and evaluating the impact of PSE change efforts for Native Americans individuals and families eligible to receive SNAP or FDPIR benefits.
- Co-strategizing to develop and drive transformative health equity initiatives for PSE.
- Providing leadership for PSE training for OKTEP staff and Tribal partners through collaborative programs, and training events.
- Providing leadership in assisting SNAP-Ed Health Promotion Partners with planning, implementation, evaluation, and sustainability of PSE approaches within SNAP-Ed, via group and individual training and technical assistance.
- Communicating technical information through reports, peer reviewed publications and/or participation in local, regional, and national programs that address health concerns of importance to Native American families and Tribal partners.
- Creating resource guides, toolkits, and other implementation resources to guide SNAP-Ed Health Promotion Partners in development, implementation, and evaluation of PSE strategies.
- Providing leadership to ensure PSE information is entered, reported and tracked accurately in SNAP-Ed reporting systems.
- Providing leadership to inform the PSE environment of OKTEP and support capacity building of PSE methods and processes in coordination with Tribal partner needs and interests.
- Seeking grants that compliment SNAP-Ed delivery and address attainment of health equity in Indian Country.
- Ensuring outcomes of PSE programming is accurate, evidence-, practice- and research-based, culturally relevant, timely and easily communicated to funding source(s) and Tribal partners.
- Co-facilitating the identification and development of appropriate evaluation instruments to document PSE change efforts and other metrics required by funding agencies.

- Developing and maintaining PSE skills, both community and leadership through professional literature, association with professional organizations, and participation in workshops and seminars related to professional responsibilities.
- Establishing and maintaining working relationships with outside entities that address PSE in Indian country.
- Participating in state and national partnerships, collaborations and associations that support SNAP and FDPIR families, evidence-, practice- and culturally relevant PSE education programming and evaluation.
- Participating in teams actively as a member and leader.
- Providing mentorship of interns, staff and assistants.
- 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; maintains knowledge of miscellaneous office duties including filing, copying, typing and scheduling.
- Ability to perform advanced statistical analyses using SPSS or other statistical analysis software.
- Proficient in public speaking and 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 and interpersonal skills; punctual, prepared and professional.
- Must be able to lift up to 25 pounds.
- Must possess a valid Driver's License, reliable transportation and valid insurance.
- Must be able to pass a background check.

**Educational/Experience Requirements:**

- Minimum Master's degree in Nutrition, Education, Public Health or related field.
- Preferred Doctorate in health promotion and education, public health, nutrition, or related field.
- Minimum 15 years of experience working with SNAP and FDPIR eligible audiences, programs and grants.
- Demonstrated knowledge, experience, organization and interpersonal skills to successfully meet the position responsibilities.
- Experience acquiring and overseeing grant writing and budget development.
- Experience leading, designing, implementing and critically evaluating state-wide nutrition education programs and PSE change efforts that lead to improved health knowledge and behaviors.
- Experience participating as part of national PSE committees, associations, and centers preferred.
- Experience mentoring and training staff to implement and evaluate PSE change efforts.
- Excellent written and verbal skills.
- Experience working in Tribal communities and in coordination with Tribal partners to support culturally relevant program development, evaluation and capacity building.

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

OKTEP is committed to the full inclusion of all qualified individuals. As part of this commitment, OKTEP will ensure that persons with disabilities are provided reasonable accommodations.

**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.

Ready to apply? Email your cover letter, resume and reference materials to Becky Schlais at [beckyschlais@oktep.com](mailto:beckyschlais@oktep.com).

To ensure consideration for this position, application materials must be received by Friday, June 28, 2024, though the review of applications will continue until the position is filled.

In addition to competitive salaries, OKTEP offers a generous benefits package. For more information visit [www.oktep.com/careers](http://www.oktep.com/careers).

For questions about the position, contact Becky Schlais at [beckyschlais@oktep.com](mailto:beckyschlais@oktep.com).