

The **Alice Aycock Poe Center for Health Education** in Raleigh is seeking to hire a Nutrition Program Manager. The candidate will manage the educational activities of the Poe Center's mission, goals and stated objectives. The Nutrition Program Manager works under the supervision of the Executive Director, coordinating efforts with other members of the management team, board members and volunteer committees to successfully design and implement an educational plan to further the mission of the Poe Center.

**Desired Qualities:**

- Masters degree in Nutrition/Health Education or an equivalent combination of work experience and college level course work is required. Dietetic Registration required. CHES certification preferred.
- Demonstrated skills in utilization of non-formal education techniques, curriculum development and learning event planning.
- Demonstrated experience in program development, implementation and evaluation.
- Demonstrated ability to lead and motivate those being supervised as well as ability to work as a team member.
- Superior communication skills, verbal and written, required and a strong commitment to the Center's mission, goals, and values is necessary.
- Outstanding ability to manage multiple priorities and projects while working as part of a team in a multi-cultural environment.
- Dynamic, energetic, tenacious approach to promoting programs required.
- Extensive computer skills, including PowerPoint, Excel, and Word.
- Grant management and writing experience.

**Compensation:** Competitive and negotiable; commensurate with experience.

**The Organization:** The mission of the Poe Center for Health Education is to educate and empower North Carolina children, youth, and their families to make choices that increase positive health behaviors.

**Apply to:** Interested parties should send cover letter, resume, salary history, and a minimum of three professional references to:

Ann Rollins  
Executive Director  
224 Sunnybrook Road  
Raleigh, NC 27610  
[a.rollins@poehealth.org](mailto:a.rollins@poehealth.org).