

Alice Aycock Poe Center for Health Education

Job Description

Position: Health Educator
Type: Full Time
Reports to: Senior Health Educator

Position Summary:

Under the direction of the Senior Health Educator, the Health Educator provides daily support for the SNAP-Ed grant and educational intervention. (S)he collaborates with other community and State partners to implement multi-level interventions reaching SNAP recipients. S/he delivers consistent, quality health education in the five curriculum areas: general health, family life, dental health, drug education and nutrition, with an emphasis on nutrition education. The Health Educator implements day-to-day responsibilities related to the delivery of instructional programs at the Poe Center, including teacher training, community outreach and development and maintenance of resource materials. In addition, the health educator will assist with design and development of nutrition and physical activity education curriculum and supplemental materials, and creates and ensures comprehensive evaluation of learning, behavior change and results for all interventions.

Qualification Requirements:

- A Registered Dietitian, Masters Degree in Health Education or Nutrition, or an equivalent combination of work experience and college level course work is required.
- Experience in grant writing, monitoring and/or reporting required.
- Minimum of two years of practical education/teaching experience in learner centered training environments.
- Demonstrated skills in curriculum development are required.
- Experience in program research and evaluation is essential.
- Demonstrated excellent presentation skills and the ability to relate well to students (K-12).
- Computer literacy and mastery of Microsoft Office software systems is a must.
- Strong commitment to the Poe Center's mission.
- Demonstrated excellence in written, oral and interpersonal communication skills.

Major Duties and Responsibilities:

- Program manager for the SNAP-Ed grant ensuring programmatic grant requirements are completed, implementing staff trainings, assisting with grant applications and reporting.
- Supervise nutrition intern(s).
- Master the course content of the programs offered by the Poe Center.
- Teach classes to children, youth and adults at the Poe Center and in the community and around the state.
- Seek and incorporate methods of instruction that enhance and enrich the learning experience.
- Assist in the development and implementation of the existing programs, including curriculum development and delivery, supplemental material development and distribution, school recruitment, staff training and assistance, data collection, analysis, and reporting.
- Develop and implement on-going evaluation of program effectiveness and preference.
- Assist in the research and development of new and innovative curriculum and instructional methods based on assessed need and demand.
- Follow proper set up and shut down procedures for the teaching theaters on days of instruction. Follow proper procedures, according to maintenance plan, for problems with audio-visual equipment and exhibits.
- Be a part of the marketing team by developing, marketing, implementing, and evaluating outreach programs across NC.
- Participate in a county coalition to support policy, system, and environmental changes to support nutrition and physical activity.
- Participate in conferences and professional development in the health education field.