

Alice Aycock Poe Center for Health Education

Job Description

Position: Senior Nutrition Health Educator

Reports to: Executive Director

Position Summary:

Under the direction of the Executive Director the Senior Nutrition Health Educator provides daily support and guidance for the SNAP-ED grant and educational intervention. She/he collaborates with other community and state partners to design plans for reaching SNAP recipients. She/he designs and develops nutrition and physical activity education curriculum and supplemental materials and creates and ensures comprehensive evaluation of reaction, learning, behavior change and results for all interventions. S/he mentors and provides guidance to contract, or part-time education staff. The Senior Nutrition Health Educator implements day-to-day responsibilities related to the delivery (teaching) of instructional programs at the Poe Center, including teacher training, community outreach and development and maintenance of resource materials.

Qualification Requirements:

- A Masters Degree in Nutrition, Health Education or equivalent.
- Minimum of five years of practical education/teaching experience in learner centered training environments. Formal educational level will be considered in conjunction with minimum experience requirement.
- 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 a must.
- Experience in grant writing, monitoring and reporting required.
- CHES certification preferred.
- Strong commitment to the Poe Center's mission.
- Demonstrated excellence in written, oral and interpersonal communication skills.

Major Duties and Responsibilities:

- Master the course content of each program offered at the Poe Center in the area of nutrition
- Teach nutrition classes to children, youth and adults at the Poe Center and in the community.
- Manage the SNAP-ED grant, including deliverables, evaluation, data collection and management, and reporting. Deliver nutrition education to children, youth and adults at the Poe Center and in the community.
- Continually seek and incorporate methods of instruction that will enhance and enrich the learning experience. Explore and implement strategies that actively involve the participants in the presentations.
- Develop, implement/coordinate, and evaluate outreach programs across NC.
- Provide leadership, direction and instruction to contract health education staff.
- 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.
- Work with the Program Committee to develop and revise the Program Guide, the listing of all curriculum offerings, on a yearly basis. Assist in efforts to determine the effective distribution of the guide to all potential markets throughout the year.
- Research and develop supplemental materials for outreach, classroom, teacher and parental use. Research and purchase teaching materials, videos and other resources that will enhance the learning experience.
- 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.
- Ensure maintenance, up-keep and training of part-time staff on theater technologies.
- Read professional journals and newsletters to stay current and updated on latest health information. Seek out and participate in educational and personal growth opportunities that can enhance job performance; join and actively participate in relevant professional associations.
- Participate in conferences and professional development in the health education field.
- Assist in the development and implementation of the existing programs, including curriculum development and delivery, school recruitment, staff training and assistance, data collection, analysis, and reporting.