

**Full Time Position Available
Nutrition/Food Security Program Administrator
Health Education Council**

The **Health Education Council** is a private non-profit agency dedicated to promoting healthy communities. The Council achieves this mission through health education/promotion programs and partnerships with other organizations involved in reaching populations at risk, particularly the medically underserved and ethnic minorities.

The goal of the program Funded by First 5 Sacramento is to reduce childhood obesity rates. The components of the program are:

- nutrition education materials and training to preschool teachers
- school gardens and garden based nutrition education materials and training to preschool teachers
- nutrition education to parents of Head Start children
- farm stands at Head Start sites where parents can purchase fresh, affordable produce

The Program Administrator provides overall management and supervision to a nutrition education program for children ages 0-5 and their families:

- Assumes responsibility for the implementation, completion and evaluation of the program
- Collaborates with staff, subcontractor, and consultants to develop educational materials
- Acts as lead in compiling data and materials to complete progress/final reports on program activities
- Develops protocol for use of volunteers including recruitment, orientation and training
- Supervises subcontractors, consultants and staff in the accomplishment of goals and objectives
- Works with Program Director to manage assigned scope work, budget, and reporting requirements
- Works with Program Director to develop, implement and monitor overall program budget

Requirements

- Bachelor's degree with at least 5 years of experience in health education, health administration, or related field. Masters degree in health education, education, health administration or relevant field preferred.
- Minimum of three years of experience in health promotion or related educational programs in school, work, health, or community sites
- Knowledge of public health principles, practices, and techniques
- Skill in outreach and event coordination
- Effective oral and written communication skills
- Ability and willingness to travel and work occasionally in the evenings and on weekends

Compensation

This is a full time, non-exempt position. Salary will be determined commensurate with experience and education. After 90 days of continuous employment, benefits including medical, dental and life insurance, vacation, sick leave, major holidays and retirement plan are available. The Health Education Council is an equal opportunity employer.

Deadline for Receipt of Applications: Open until filled

Fax or e-mail resume and cover letter to:

Fax 916-446-0427

[Email: nutrition@healtheducouncil.org](mailto:nutrition@healtheducouncil.org)