

POSITION ANNOUNCEMENT**Project Coordinator - Supplemental Nutrition Assistance Program Education-SNAP-Ed**

Do you have a passion for public health in relation to eating healthy on a budget in the State of Maine? MCD Public Health, a division of Medical Care Development, Inc., a non-profit health services organization in collaboration with Healthy Communities of the Capital Area (HCCA), is accepting applications for a Project Coordinator to provide nutrition education to qualified recipients. This position is located at the HCCA office in Gardiner and is a grant-funded position with potential for renewal. The Project Coordinator position may be part-time (32 hours per week) or up to full-time (40 hours per week) and is eligible for MCD's benefit package.

The Supplemental Nutrition Assistance Program Education (SNAP-Ed) Nutrition Educator works closely with the SNAP-Ed Project Coordinator and related HCCA staff to implement the SNAP-Ed work plan by delivering nutrition education and policy, systems, and environmental change strategies with fidelity, to SNAP eligible audiences in southern Kennebec County.

Qualifications, Skills, and Experience:**Required:**

- Bachelor's degree in health related field (nutrition, public health, community health education) is required. Master's level training or Registered Dietitian (RD) is a plus.
- Excellent interpersonal skills, ability to communicate effectively both orally and in writing, and ability to establish and maintain effective working relationships.
- Strong organizational skills and the flexibility and ability to manage time and multiple tasks with little supervision.
- Energetic, flexible, and detail-oriented self-starter with a conscientious work style.
- Proficiency with all current Microsoft Office programs as well as any other software programs like Googledrive and Canva, online communication platforms, and other technology necessary to perform the job.
- Experience developing communication materials, including flyers, brochures, booklets, social media posts, short videos, etc. utilizing easy to read and culturally appropriate methods.
- Demonstrated cultural competency.
- Experience teaching a variety of audiences of all ages with knowledge of facilitation strategies to engage participants.
- Ability to lift, carry and transport project materials and supplies to various locations. A valid Maine driver's license and reliable transportation are necessary.
- Competencies among successful applicants are expected to be consistent with those identified by the Public Health Foundation Council on Linkages as Level I.

The successful applicant will be a creative thinker, energetic, self-starter who enjoys new challenges and is able to function comfortably in a fast-paced team environment or independently, and relate well to co-workers, customers, organizations, and the public. All qualified applicants shall receive consideration for employment

AUGUSTA OFFICE

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INTERNATIONAL OFFICE

8401 Colesville Rd, Ste 425, Silver Spring, MD 20910
(301) 562-1920

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without regard to race, color, religious creed, sex, national origin, ancestry, age, physical or mental disability, or sexual orientation.

This position offers a career path to growth and development within the organization. MCD and HCCA deeply value diversity, inclusiveness, empowerment, and collaboration.

Position: Professional level

Location: HCCA office in Gardiner, Maine

Projected start date: November 8, 2021

Application Requirements

NOTE: All applicants must be authorized to work in the United States.

To apply, please submit the following:

- Cover letter
- Resume
- Your salary expectations

Applications should be sent to mcdjobs2@mcd.org. Please reference position MCDPH-225 when submitting your application. Position is open until filled. Send all of the requested information to be considered. No phone calls please.

Medical Care Development, Inc. is an Equal Opportunity Organization



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