

Project Coordinator - SNAP-Ed Nutrition Educator

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. Anticipated salary range is \$41K - \$45K.

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.

Required Qualifications, Skills, and Experience:

- 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.
- 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 Google Drive 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.
- Excellent interpersonal skills, ability to communicate effectively both orally and in writing, and ability to establish and maintain effective working relationships.
- 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.

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. Position is open until filled. Send all of the requested information to be considered. No phone calls please.