



WIC Program Director

Are you interested in a position that will make a difference in your life and the lives of others? Community Teamwork is a private non-profit organization with over 400 employees dedicated to reducing barriers and creating opportunities for low income individuals and families.

In addition to fully utilizing your skills, Community Teamwork offers opportunities for continued professional development and career growth. Great teams, a competitive salary and well above average benefits including a generous contribution to employee 401k plans make Community Teamwork a highly regarded employer.

We are seeking a WIC Program Director who will be responsible for the overall administration and management of the program. Responsibilities include: plan, implement and evaluate program operations to ensure compliance with federal regulations and state policies and procedures, including all procedures relating to: WIC benefit issuance, vendors, management information system, caseload management, fiscal operations, data quality, quality assurance, staff deployment, sites-opening and relocation, management evaluation; act as liaison between the sponsoring agency and the state WIC office and between local program and health and human service agencies; hire and promote ongoing supervision and annual evaluations for senior nutritionists, community coordinators, and program assistants. Assist the senior nutritionist in the hiring and evaluation of nutrition staff; train in coordination with community coordinators and program assistants; and define (with senior nutritionist) staff responsibilities, work schedules, participant service hours, and client flow.

Qualifications:

- Bachelor's degree in public health, public administration, nutrition, and two years' experience in program administration, with supervisory experience; OR Master's degree and one year of experience in program administration, with supervisory experience.
- Demonstrated leadership and decision-making capabilities.
- Experience in program planning and administration.
- Sensitivity to the needs of the participant population.
- Ability to articulate program goals and policies to participants, health care providers, community agencies, and vendors.
- Ability to work well with management information systems.
- Previous WIC experience and/or RD/LDN preferred.
- Excellent organizational skills.
- Bilingual skills preferred.
- Demonstrated ability to handle budgetary matters and to comprehend and work within complex governmental organizations.
- Demonstrated team building, outreach, communication, and leadership skills.

Excellent Benefits:

- Rewarding work environment.
- 5% of your salary contributed to 401k plan
- 30 Minute paid lunch and 15 minute paid break.
- 3 weeks vacation during your first year of employment.
- Tuition reimbursement.
- Medical/Dental/Life Insurance/Short & Long term disability + many other excellent benefits.

To apply, please click on the following URL or copy and paste to your browser:

https://workforcenow.adp.com/jobs/apply/posting.html?client=commteam&ccId=19000101_000001&type=JS&lang=en_US

Please visit our website at www.commteam.org for more information.

This is an exciting opportunity to become an integral member of an innovative, outcome focused team in an organization committed to excellence.

Affirmative Action Employer/EEO