



Job Code: 9861

Grade: 22

HCWR: N

Job Title

Program Coordinator, Nutrition and Food Access

Department

Public Health

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Program Coordinator, Nutrition and Food Access provides programmatic leadership and coordinates planning, implementation, and evaluation of nutrition and food access initiatives/programs, like the Good Food Purchasing Program, that include the advancement of policy, systems, and environmental changes. This position will also provide administrative management to ensure successful implementation of new and existing initiatives. This will include, but is not limited to, ensure objectives are met and reports are prepared and submitted in a timely manner; facilitating management systems that promote communication, coordination, and accountability; and fostering strategic partnerships that will support implementation, evaluation, and sustainability of the initiatives.

Typical Duties

- Provides programmatic leadership and coordinates planning, implementation and evaluation of nutrition and food access initiatives/programs and their activities.
- Works to advance policy, systems and environmental change strategies that increase access to healthy, affordable food and reduce food/nutrition insecurity in suburban Cook County.
- Facilitates management systems that promote communication, coordination, and accountability among staff, across the agency, and with partners.
- Integrates activities into overall efforts of the Chronic Disease Prevention and Control Unit and Cook County Department of Public Health (CCDPH) in a sustainable manner.
- Evaluates efforts for effectiveness and efficiency, as well as compliance with grant and legal mandates; identify gaps and opportunities to improve initiative/program performance.
- Ensures benchmarks/objectives are met and reports are prepared and submitted in a timely manner.
- Identifies, develops and maintains strategic partnerships that will support implementation, evaluation and sustainability of the nutrition and food access initiatives/programs.
- Works with CCDPH Communications Unit to ensure effective implementation of communications and media plan.
- Represents CCDPH at public events, conferences, and in the media, as needed, in the areas of nutrition and food access.
- Performs other duties as assigned.



Minimum Qualifications

- Bachelor's degree or higher in Public Health, Public Policy, Public Administration, Social Work, Nutrition Science, or Dietetics from an accredited college or university
- Three (3) years of experience in community-based public health i.e., demonstration of program planning, development, implementation, evaluation, or alliance building (collaborations)
- One (1) year of experience with advancing policy, systems, and/or environmental changes that promote health
- One (1) year of supervisory or project management experience
- Proficiency utilizing Microsoft Office Suite (PowerPoint, Word, Excel, and Outlook)
- Completion of the National Incident Management Systems (NIMS) courses to include IS-100, 200, 700, and 800 within six (6) months of employment
- Position requires moderate travel for which the employee must possess a valid driver's license. and insured vehicle or otherwise provide an acceptable and reliable means of transportation
- Must be able to work flexible hours including nights and weekends

Preferred Qualifications

- Master's degree in Public Health, Public Policy, Public Administration, Social Work, Nutrition Science, or Dietetics from an accredited college or university.
- Registered Dietician or RDN certification
- Three (3) years of experience with advancing policy, systems, and environmental changes that promote health
- One (1) year of experience with grant management
- Experience and knowledge with food systems, food security, public and private food assistance resources, food procurement, urban and sustainable agriculture, and other related policies and issues
- Experience working on menu planning and values-based procurement in schools and/or other institutional food service
- Experience communicating public health messages using data and visuals

Knowledge, Skills, Abilities and Other Characteristics

- Thorough knowledge of public health program planning, implementation, and evaluation
- Thorough knowledge of project management techniques including experience with planning and tracking scope, time and budget associated with the project
- Knowledge of business operations and leading project teams
- Knowledge of project phases, including budget not limited to the ability to provide the property communication, deliverables and security required at each stage of the cycle
- Knowledge utilizing Microsoft Office applications (PowerPoint, Word, Excel, and Outlook)
- Skilled in the use of Microsoft Project or comparable tools Excellent program development, management, and leadership skills
- Excellent verbal and written communications skills including the ability to document requirements, designs, communication plans, project plans, project status and issues to



Knowledge, Skills, Abilities and Other Characteristics

conduct meetings including formal presentations to management, sponsors, stakeholders, and project teams

- Skilled in time management as it relates to situations that have competing priorities.
- Demonstrated ability of alliance building (collaborations)
- Ability to work independently and simultaneously manage multiple complex projects at different phases
- Ability to analyze and solve complex problems using a variety of research and analytical techniques
- Ability to manage a variety of project teams, including project teams comprised of internal employees, vendors, consultants, and combinations thereof
- Ability to calculate budget estimates necessary to evaluate cost
- Ability to train by presenting concepts and demonstrating tasks
- Ability to multi-task and meet deadlines in a fast paced and stressful environment
- Ability to maintain a professional demeanor and composure when challenged
- Must be able to travel to work sites throughout Cook County
- Must be able to work flexible hours including nights and weekends

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.