DOWN EAST PARTNERSHIP FOR CHILDREN

**POSITION: Healthy Kids Specialist**

**REPORTS TO: Healthy Kids Manager**

**CLASSIFICATION: Non-Exempt**

**HOURS PER WEEK: 40 Hours**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#### APPROVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director

**To Apply:** Send letter of intent and resume to kwormuth@depc.org and ehaley@depc.org.

**PRIMARY PURPOSE:**

Promote best practices to increase childhood health and wellness by creating and implementing programs for children, parents, childcare centers, elementary schools, medical practices, faith-based organizations, and other community organizations. Advance the work of the Healthy Kids Collaborative (HKC) by working with community stakeholders to increase awareness around nutritious food choices, places to play and outdoor learning environments, and social/emotional health.

**EDUCATION:**

Required:

* BA or BS in early childhood education and/or public health, or related field

Preferred:

* Education in public health, health education, health promotion, or nutrition; health-related background (e.g. health educator, nutritionist, CNS, etc.)
* Education or experience in basic cooking skills or food/cooking demonstrations

**WORK EXPERIENCE REQUIREMENTS:**

* One (1) years’ experience in health education, health promotion, or other family or community-focused service delivery
* Two (2) years’ experience in community assessment, engagement and/or development work, which include working with diverse community groups and populations
* Strong understanding of child health & nutrition issues
* Strong understanding of physical activity, outdoor learning environments, school or community garden work
* Group facilitation experience
* Proficient in computer skills
* Program planning and implementation experience
* Early childhood and/or elementary education experience preferred
* Basic nutrition/cooking education experience preferred
* Experience in social media and community marketing preferred

**ABILITIES NEEDED:**

* Strong collaborator, facilitator, and public speaker
* Ability to work independently and as part of both an intra- and inter-organizational collaborative
* Strong written and verbal communication skills
* Excellent organizational skills
* Strong interpersonal skills
* Manage multiple tasks from multiple sources and set priorities
* Self-starter
* Strong process management skills

# **ESSENTIAL RESPONSIBILITIES:**

**F.I.T (Families Involved Together):** FIT is a skill building parent group that works to break down barriers and helps parents advocate for healthy children.

* Recruits, facilitates, and supports FIT family/parent group meetings.
* Provides monthly nutrition education and food tastings through Food Smarts or another curriculum.
* Partners with EFNEP or other local agencies to offer basic cooking classes to interested community members.
* Facilitates local advocacy opportunities for FIT parents and families.

**FEED (Food to Early Education):** FEED is a food initiative to encourage day care centers and homes to offer local and fresh produce to children in their care.

* Support parent engagement opportunities at FEED sites.
* Serve as a resource to FEED sites in the planting and maintenance of gardens and garden programming.

**Culture of Health:** The Down East Partnership for Children is dedicated to creating a culture of health in schools through nutrition, physical activity, and teacher/parent engagement.

* Collaborate with identified elementary schools to teach staff skills and understanding required to best utilize outdoor play spaces as outdoor learning environments.
* Grow healthy food with students, teachers, and community members in school and community gardens.
* Facilitate school-wide and classroom food demonstrations and taste tests.
* Participate and assist with in-person or virtual garden club.

#### Healthy Kids Collaborative: DEPC is dedicated to creating learning and growth opportunities for health and wellness in Nash and Edgecombe counties.

Works with Healthy Kids Manager to:

* Coordinate with HKC and DEPC program staff & funded programs to increase and/or improve physical activity opportunities, access to health foods for children, and parent/community education to embrace healthier habits.
* Coordinate assessments, surveys, and planning meetings as needed.
* Assists Healthy Kids Manager in convening Healthy Kids Collaborative.
* Maintain thorough knowledge of current public health policies, trends and related issues that are relevant to childhood obesity, and information of healthy food trends.
* Participate in the DEPC Wellness Committee
* Create/Assist in creation of social media posts to increase vegetable and fruit intake and physical activity.
* Responsible for planning, planting, and maintenance of the garden at Discovery Park.

## **Other**

* Attends program staff meetings, DEPC staff, Research & Evaluation Team meetings and retreats which may include an out-of-town retreat.
* Provide referrals/resources to other DEPC programs when necessary or needed.
* Participate in SNAP-Ed and/or other trainings when required.
* Keeps accurate data for tracking and reporting on grant deliverables.
* Position requires weekend and night flexibility.
* Any other duties as assigned by the Healthy Kids Manager, Community Collaborative Director, and Executive Director

**PHYSICAL REQUIREMENTS:**

While performing this job the employee is:

* + Frequently required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands or arms; and talk or hear.
	+ Periodically required to stand; walk, stoop, kneel.
	+ Occasionally required to lift up to 40 pounds.
	+ Periodically required to work under time pressure.