



Position Title: <b>Nutrition Outreach Coordinator</b>	Reports to: <b>Dean of Continuing Education</b>
Department: <b>Continuing Education</b>	FLSA Status: Exempt
Classification: <b>Regular Full Time</b>	Benefit Eligibility: <b>Yes, Full Time Benefits</b>
SOC Code: <b>21-1094</b>	Last Updated: March 22, 2023
Home Campus: <b>Keshena Campus</b>	Posting Status: Second Posting – Open to All
Grant Funded: <b>Fully Grant Funded</b>	Application Deadline: June 6, 2023 at 4:00 P.M.

**Position Summary:** Nutrition Outreach Coordinator will work closely with the local schools and community agencies to coordinate and facilitate nutrition outreach activities. This will include working with local food producers to determine possible local healthy food that could be utilized in schools and the community. Work with schools and local experts on providing food, nutrition, and entrepreneurship educational opportunities for Menominee youth and community. Engage students in direct gardening activities.

## Position Responsibilities & Duties:

### 1. Recruitment

- Work with community partners to assess current food procurement practices
- Conduct needs assessment of school resources, space, and equipment
- Determine 3-5 food items that could be sourced locally, solicit and award contracts
- Work with high school teachers to establish Food Business Club/Garden Club
- Work with teachers to identify areas for nutrition and food education
- develop nutrition and food curricula
- Assess current use of local gardening and food resources
- Coordinate needed training
- Deliver nutrition and food educational presentations at schools
- Set up a healthy snack-of-the-month schedule for the school year
- Coordinate garden tours at CMN
- Assist or collaborate with other agencies or programs
- Compile best practices for local food procurement document
- Assist health educators to discuss nutrition education workshops
- Oversee garden and farmers market volunteers and temporary employees
- Other duties as assigned.

**Minimum Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in agriculture, sustainable development, or community education or;
- In lieu of a bachelor's degree, five or more years of indigenous knowledge in traditional foods and locally grown healthy diets.

### 2. Desired Qualification:

- Bachelor's degree in agriculture, sustainable development, or community education related field, plus three years experience
- Some educational experience working with K-12 students
- Familiar with local food purchasing practices.

**Reporting to this Position:** NA

**Physical Demands & Work Environment:**

Physical demands are classified as Light -lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds, with frequent walking, standing or sitting most of the time with some pushing and pulling of arm or leg controls.

**Work Environment:** The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-Performs teaching or instructing Functions - Frequently

-Exposure to office/classroom environment - Frequently

-Exposure to shop or maintenance environment - Occasionally

**Tools & Equipment Used:** Office equipment, including copy, scan, print, fax machines, computers, calculators, and telephones.

**Application Process**

A complete application includes:

- Letter of Interest
- Current Resume
- Completed CMN application form (available under job opportunities at <http://www.menominee.edu/careers>)
- Copy of all college level transcripts (official transcripts required upon hire)
- Three Professional References
- Copy of valid WI driver license
- Proof of relevant certificates or training
- Proof of Tribal enrollment status
- Proof of honorable or general military discharge paperwork (if applicable)

**It is not the responsibility of CMN to notify applicants of missing documentation. Incomplete application packets will not be considered.**

**Application materials can be mailed to:**

College of Menominee Nation

Attn: Human Resources

P.O. Box 1179

Keshena, WI 54135

Or

Email to: [hr@menominee.edu](mailto:hr@menominee.edu)

An online application is available at <http://www.menominee.edu/careers>

Posting closes on June 6, 2023 at 4:00 PM

NOTE: Pre-employment drug testing is part of the hiring process.

EOE/MITW 82-10

*The above noted position description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the employee a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.*