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**Title:** Nutrition Program Coordinator      **Status:** FT (Apr-Oct); 0.8FT (Nov-Mar)  
**Reports to:** Executive Director      **Salary:** \$17-\$19 hourly/DOQ

The Nutrition Program Coordinator leads nutrition programs at DWH. This individual is responsible for menu planning, shopping, teaching nutrition lessons to youth, coordinating cooking workshops, community food demonstrations and food-related educational workshops, managing expenses according to budget, and gathering surveys and assisting with reporting.

**Responsibilities & Expectations:**

Be part of the Dream of Wild Health community

- Attend staff trainings and weekly staff meetings
- Communicate regularly with team and provide regular program updates
- Build positive relationships with the youth

Oversee food preparation at DWH, working closely with a Chef

- Adopt and uphold the DWH Healthy Food Policy at the farm and at all DWH events
- Plan menus and grocery shop for youth programs and DWH events
- Coordinate produce lists with the farmers
- Maintain food safety protocols in the kitchen and obtain “active” ServSafe certification
- Ensure programs meet local & MN Department of Health food permit regulations
  - Obtain food permits prior to events and before serving food to the public

Plan and implement cooking workshops and nutrition lessons

- Write and deliver weekly nutrition lessons with youth during summer programs at farm
- Plan and coordinate cooking workshops (work with Chef or Teacher to lead classes)
- Coordinate with the DWH staff to oversee occasional youth food demonstrations

Fulfill administrative duties associated with the job

- Maintain expenses according to budget
- Mail cookbook orders and maintain inventory
- Coordinate surveys for evaluation and assist in reporting activities
- Perform some database entry for tracking youth program participation (in Sales Force)

Assist in programming activities and other duties as assigned

**Qualifications:**

- Degree in health nutrition or closely related field; or some education with 2+ years experience
- Demonstrated knowledge of nutrition and food systems
- Experience with menu planning and basic cooking techniques
- Ability to write lessons and teach youth ages 8-18 about nutrition and healthy lifeways
- Ensure that programs are consistent with mission, cultural values and organic principles
- Ability to communicate effectively and work collaboratively with staff and partners
- Experience working with Native American community (must have basic cultural understanding)

Must have car with insurance; ability to perform activity associated with grocery shopping, including heavy lifting and carrying, cooking; standing and sitting for long periods of time; and flexibility to work occasional evenings or weekends.

To Apply: Submit cover letter and resume to Tyra at [Tyra@dreamofwildhealth.org](mailto:Tyra@dreamofwildhealth.org). Open until filled.