



Nutrition Manager, Healthy Living Initiative

Harlem Children's Zone, Inc (HCZ) is a multi-site, multi-program community organization that provides a unique and comprehensive interlocking network of education, social and health services, and recreation to more than 21,000 children and adults in Central Harlem. Its goal is to create a "tipping point" in the neighborhood so that children are surrounded by an enriching environment of college-oriented peers and supportive adults. HCZ is nationally and internationally recognized for its early and progressive intervention programs, and has been called "one of the most ambitious social-policy experiments of our time" by The New York Times.

The Healthy Living Initiative (HLI) is an effort to combat the growing public health problem of childhood obesity. The mission of the Healthy Living Initiative is to encourage HCZ students and their families to incorporate healthy food choices and physical activity into their daily lives. We are currently seeking a dynamic, energetic Nutrition Manager to join our team as part of a comprehensive health, wellness, and nutrition program focusing on middle and high school aged students, and their families. This position reports to the Initiative Lead as part of the central team for the Healthy Living Initiative.

Essential Duties and Responsibilities

- Oversee the development, implementation, and assessment/evaluation of the healthy eating, active living curriculum for middle and high school aged students
- Recruit and supervise Nutrition Coordinators across all HLI sites
- Manage ongoing initiative trainings related to nutrition workshops, farmers' markets, cooking classes, etc
- Disseminate key health promotion information to Nutrition Coordinators to be executed at respective HLI sites as it pertains to healthy eating active living practices for staff, students, and their families
- Meet routinely (e.g., once a month) with Nutrition Coordinators from HLI sites to provide on-going technical support/assistance to ensure effective delivery of curriculum
- Help engage parents and staff in support of the program
- Provide agency wide nutrition programming for HCZ students, parents, and staff
- Coordinate and work closely with staff at various sites to schedule and implement nutrition activities
- Provide overall assessments and progress reports of all HLI sites nutrition performance
- Performs other duties as assigned

Qualification, Skills and Knowledge Requirements

- Master's Degree in Nutrition, Registered Dietician, or related field; ideal candidate will have some supervisory experience
- Must have experience working with adolescent population in either a community-based organization, health center, or school-based setting
- Experience creating and executing healthy eating active living programs
- Ability to cultivate and develop key relationships within organization and childhood obesity prevention communities
- Demonstrated ability to absorb and utilize new information efficiently
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Outlook
- Strong organizational, written, and verbal communication skills
- Experience with group counseling and training workshop facilitation
- Awareness of and sensitivity to cultural and socioeconomic characteristics of populations served
- Must be able to work flexible hours and perform extensive field work

We offer competitive salaries and a comprehensive benefits package. To be considered, interested applicants must submit a **cover letter and resume**. To apply, [CLICK HERE](#). No telephone inquiries or recruiters please. Replies will only be sent to qualified applicants. HCZ is an EOE.