



## **Part-Time Nutrition Coordinator**

siggi's dairy is seeking a Part Time Nutrition Coordinator.

siggi's is a fast growing all-natural yogurt brand. Our yogurt is available nationally at retailers such as Whole Foods, Target, Kroger, Stop & Shop, Wegmans, and more. To read more about us, visit our website at: [www.siggis.com](http://www.siggis.com)

We are a fun, tightly knit team.

### *Core Job Responsibilities*

- Assist the dietitian with aspects of the siggi's ambassador program, including but not limited to:
  - Packing mailers and other resource requests.
  - Coordinating ambassador rewards and sendouts, including social media tracking to identify top ambassadors.
  - Fulfilling coupon requests.
- Assist with conference planning and logistics, including packing and shipping materials for events and corresponding with event organizers.
- Assist with on-site conference execution (possibility including travel to 1-2 conferences).

### *Position Accountability*

Works under the supervision of siggi's registered dietitian.

### *Minimum Education*

- Bachelor's degree in nutrition, with a preference for those who have completed DPD coursework. Ideally, candidate will have completed an accredited Dietetic Internship.
- Experience with event planning a plus.
- Strong organizational skills.
- Excellent verbal and written communication skills

### *Dates of Position*

February '18 through June '18; approximately 2 days per week (~16 hours, possibility for more hours during March and April).