

WIC PROGRAM COORDINATOR

Schenectady County is seeking to fill the position of WIC Program Coordinator. This is a professional leadership position responsible for the overall management of the NYSDOH WIC program with County Health Services. The incumbent is responsible for providing leadership in the planning, implementing and evaluation of WIC.

TYPICAL WORK ACTIVITIES INCLUDE:

- Development and implementation of the WIC program workplan(s);
- Assisting in the preparation of annual program budgets;
- Assures that program operations are conducted within financial boundaries;
- Preparation of grant proposals and related materials;
- Staff recruitment and development to ensure compliance with program policies, best practice standards, and the efficient delivery of program services;
- Implementation of continuous quality improvement plans in accordance with public health best practice standards;
- Represents WIC at community meetings and serves as a liaison to prenatal and parent services providers;
- Collaboration with community, staff, and WIC enrollees in program development and ongoing improvement processes.

CANDIDATES MUST POSSESS:

Master's Degree in public health, health education, nutrition or nursing from a regionally accredited or New York State registered four year college or university and two (2) years of work experience involving the coordination and management of educational programs related to public health, one year of which includes fiscal and supervisory responsibility, OR;

Bachelor's Degree in public health, health education, nutrition or nursing from a regionally accredited or New York State registered four year college or university and four (4) years of work experience involving the coordination and management of educational programs related to public health, one year of which includes fiscal and supervisory responsibility.

The budgeted salary for this position is **\$62,930**. Excellent benefit package includes New York State retirement, generous health, dental, vacation, sick and personal time.

Schenectady County is an Equal Opportunity/Affirmative Action Employer