



December 19, 2019

**Great Lakes Inter-Tribal Council** is a non-profit organization formed by the Native American Tribes of Wisconsin. We serve all WI tribes by providing administration of grant-funded programs either directly or with sub grants. Programs serve a range of functions from Children to Elders. Our Mission is: *To Enhance the quality of life for all Native People.*

### SNAP-Ed Program Director

The Supplemental Nutrition Assistance Program - Nutrition Education and Obesity Prevention Program (SNAP-Ed) Program Director is responsible for the management or overall SNAP-Ed operations including planning, implementing, and evaluating nutrition education in accordance with state policies and federal guidelines. The Director ensures collaboration with tribal agencies and programs to provide nutrition education to low-income residents (targeting FoodShare Wisconsin participants) in a culturally relevant manner. This position collaborates with the WIC Program Director on a regular basis. Daily attendance is an essential job function. Frequent travel is required.

**Principal Duties:** The Supplemental Nutrition Assistance Program - Nutrition Education and Obesity Prevention Program (SNAP-Ed) Program Director is responsible for the management or overall SNAP-Ed operations including planning, implementing, and evaluating nutrition education in accordance with state policies and federal guidelines. The Director ensures collaboration with tribal agencies and programs to provide nutrition education to low-income residents (targeting FoodShare Wisconsin participants) in a culturally relevant manner. This position collaborates with the WIC Program Director on a regular basis. Daily attendance is an essential job function. Frequent travel is required. Serve as a technical resource for staff and other Agency personnel on the SNAP-Ed program. Carry out nutrition education at various sites. Routinely review and update current nutrition information, trends and data. Engage in ongoing networking activities to remain current on the availability of health and human services available to Native Americans. Participate on various committees both within and external to the Agency as deemed necessary and appropriate to the position. Attend all training sessions and meetings as scheduled. Perform other duties deemed necessary to fulfill the responsibilities of this position. ***Working Relationships and Scope:*** Reports directly to WIC Program Director. Regular contact with individuals with the SNAP-Ed and WIC Programs, other department employees, health and human service providers for the purpose of obtaining and providing information on a variety of nutrition education topics. Regular contact with funding sources. Occasional contact with state agencies.

**This is a full time non-exempt opportunity working Mon-Fri 8am to 4:30 pm at the Central Office in Lac du Flambeau, WI. This position has a starting rate of \$50,00 to \$54,000 Annually with benefits including; Annual/Personal Leave and Holiday Pay; Health, Dental, Life & AD&D, STD and LTD Insurance, FSA and 403(b) Retirement Plan.**

**Qualifications: Required:** Bachelor's degree in Dietetics, Nutrition Science, community or public health, or related field. Previous experience related to food and nutrition education. Minimum three years of experience in public health nutrition and/or nutrition management. Demonstrated skill in ability to plan, implement and teach. Experience with Native American Tribal organizations and/or not-for-profit agency desirable. Grant writing and funding experience preferred.

**Individual must possess:** excellent verbal and written communication skills; professional demeanor and appearance; problem solving skills; ability to manage time effectively; self-motivation skills; work effectively under pressure; ability to build positive work relationships with internal and external customers; ability to interact professionally with a wide variety of people. Individual must be able to apply advanced reasoning skills to problem solving and use basic and advanced mathematical skills. Must possess valid driver's license and/or reliable transportation with adequate insurance and ability to travel.



**GREAT LAKES INTER-TRIBAL COUNCIL, INC.**

**P.O. Box 9, Lac du Flambeau, Wisconsin 54538**

**Phone: 715-588-3324 Fax: 715-588-7900**

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**To Apply:** Preferred method is to apply through [indeed.com](https://www.indeed.com); search using job posting title or organization name. Otherwise, see the employment page of our website at [www.glitc.org](http://www.glitc.org) for further information.

**\*\*Only the most qualified applicants will be contacted for an interview.**

*Great Lakes Inter-Tribal Council (GLITC) is an equal opportunity employer applying Native American Preference as defined in Title 25, U.S. Code, Section 44-66 and 47, and fully subscribes to the principles of Equal Employment Opportunity. It is the policy of GLITC to provide employment, compensation and other benefits related to employment based on qualifications of the job applied for, without regard to race, color, religion, national origin, age, sex, veteran status or disability, or any other basis prohibited by federal or state law. As an equal opportunity employer, GLITC intends to comply fully with all federal and state laws and the information requested on this application will not be used for any purpose prohibited by law. Disabled applicants may request a needed accommodation from the representative of the Human Resource Department, PO Box 9 Lac Du Flambeau, WI 54538 or phone (715) 588-1069 or (800) 872-7207*

**Closing Date: 1/31/20**