



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Nutrition Educator
SUPERVISOR: Food Distribution Program Manager
LOCATION: LDF Food Distribution Program
POST DATE: March 15, 2023
CLOSING DATE: March 29, 2023

General Description: The primary responsibility of this position is to provide nutrition education, food safety instruction, healthy cooking classes, food preservation classes, and nutrition counseling to participants in the Food Distribution Program.

Qualifications: High School Diploma or equivalent is required. Minimum of two years professional experience, at least one year in Community or Public Health Nutrition. Successful completion of ServSafe and university Extension Food Preservation Courses preferred

Salary: \$20.00-\$25.00/hr. depending on qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Nutrition Educator

B. DEPARTMENT: LDF Food Distribution Program

C. SUPERVISOR'S TITLE: Food Distribution Program Manager

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to provide nutrition education, food safety instruction, healthy cooking classes, food preservation classes, and nutrition counseling to participants in the Food Distribution Program. Specific responsibilities include but are not limited to the following:

1. Counsel individuals and small groups on healthy nutrition at the Food Distribution Program and during home visits as needed.
2. Develop plans for nutrition education and cooking classes. Cooking classes will include commodity and traditional foods, safe food, Choose My Plate goals, and Dietary Guidelines.
3. Develop and test healthy recipes utilizing traditional and commodity foods.
4. Perform food demonstrations and teach healthy cooking and nutrition classes.
5. Teach food preservation classes including water bath and pressure canning, freezing, and drying.
6. Develop table top displays and handouts with nutrition messages.
7. Network with other tribal programs involved with nutrition education and food preparation.
8. Develop and maintain files of nutrition education handout materials.
9. Maintain records of participants attendance at nutrition classes.
10. Maintain records of participants' surveys and feedback.
11. Assist with applications for USDA grant funding.

E. POSITION RELATIONSHIPS:

1. **Internal:** Food distribution staff, tribal program staff, and community members.
2. **External:** Community members

F. SUPERVISORY RESPONSIBILITIES: Nutrition Assistant

G. SUPERVISION RECEIVED: Food Distribution Program Manager

H. EDUCATION: High School Diploma or equivalency is required.

I. EXPERIENCE: Minimum of two years professional experience, at least one year in Community or Public Health Nutrition. Successful completion of ServSafe and University Extension Food Preservation Courses preferred.

