



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

OPEN POSITION ANNOUNCEMENT

Position: Healthy Eating Manager (FT)

Locations: Downtown YMCA (161 W. Wisconsin Avenue, Suite 4000, Milwaukee WI)

Reports to: Vice President of Healthy Living

Wage Range: Commensurate with education and experience

Under the direction of the Vice President of Healthy Living, the Healthy Eating Manager will develop and manage healthy eating/nutrition programs, initiatives and policies to support YMCA employees and members and community members to make healthy eating a priority. The manager will actively seek and identify opportunities through strategic partnerships and maintenance of an active presence in the community through professional networks, alliances and events.

Major Responsibilities:

- Research and develop new programs and initiatives for YMCA members and the community through the YMCA.
- Implement new programs and manage day-to-day operations of programs including participant recruitment, enrollment, and registration management. Lead classes, demonstrations and initiatives.
- In collaboration with the marketing department, assist with marketing and promotion of programs.
- Evaluate programs including data collection and periodic reporting, monitoring quality and assisting with development of evaluation tools, methods and protocols.
- Lead YMCA staff working on healthy eating programs to include undergraduate and graduate student interns, volunteers and part-time/full-time hourly employees.
- Assist with design and implementation of the employee wellness program. Engage YMCA staff in healthy eating practices and policies.
- Research and develop new policies for the association to promote healthy eating.
- Assist with Healthy Living Department health awareness and education strategy to include internal and external communications such as newsletters, blogs, media, and community outreach.
- Contribute subject matter expertise and support to overall strategy and portfolio of Healthy Living programs and initiatives.
- Collaborate with local and national partners to ensure consistent excellence in all aspects of program planning, delivery, monitoring and evaluation.
- Connect program participants with engagement staff to facilitate the transition from community program participant to fully engaged member.
- Assist VP of Healthy Living with department strategic planning, goal setting and evaluation; grant identification, execution and updates; and development of community partners and networks.
- Role model strong fiscal stewardship by assisting department leaders with budget monitoring.

Qualifications:

- Must have Bachelor's Degree in nutrition sciences, dietetics or other related degree program
- Must be a current Registered Dietitian.
- Practical work experience in nutrition counseling and education is required.
- Experience with chronic disease, prenatal/maternity or other specific needs nutrition counseling and education is preferred
- High level of initiative, sound judgment and independent decision-making.
- Demonstrated high level of written and verbal communication skills including public speaking, client presentation and negotiation, professional networking, and report and proposal preparation.

- Knowledge of health education program design, delivery and outcome evaluation; behavior change strategies, adult learning and coaching skills.
- Reliable transportation and a valid driver's license.
- Flexibility in schedule to include evenings and weekends.
- Competent computer skills; Windows environment

Benefits:

Excellent benefits include health/dental/life insurance, 12% fully paid retirement plan, free membership and discounted YMCA child care and other programs. The incumbent will exhibit the core values of caring, honesty, respect, and responsibility in all aspects of their work with the YMCA.

Deadline: **October 8, 2015**

Apply Online: <https://apply.ymcamke.org>