



SNAP-Ed Program Support Specialist

New Jersey Department of Health

Overview:

The Supplemental Nutrition Assistance Program (SNAP) plays a vital role in helping to improve nutrition in the nation among low-income individuals. The goal of the education component of SNAP, commonly known as SNAP-Ed, is to improve the likelihood that persons eligible for SNAP will make healthy food choices within a limited budget and choose physically active lifestyles consistent with the current Dietary Guidelines for Americans and MyPlate.

Position Description:

The SNAP-Ed Program Support Specialist will work under the general direction of the Supplemental Nutrition Assistance Program Education (SNAP-Ed) Program Manager, and in collaboration with the state SNAP-Ed team. The Program Support Specialist will oversee various state-wide SNAP-Ed grants to ensure all grantees are compliant with the deliverables. The Program Support Specialist will also provide training and technical assistance to grantees as necessary.

Qualifications:

- Master's or Bachelor's degree in Nutrition, Public Health, Dietetics, Social Work, Education, Nursing or relevant field and at least one year's full time professional experience related to the position.
- Demonstrated ability to communicate, interact, collaborate, and network with a variety of stakeholders focused on a common goal or mission.
- Excellent interpersonal and group process skills with diverse groups of people in a team setting.
- Ability to organize and prioritize activities to meet identified program and fiscal objectives.
- Experience using Microsoft Office (Word, PowerPoint, Outlook, Excel) and web-based video/audio conferencing platforms.
- Experience in evaluation of community-based programs.
- Experience working independently and as a team member.
- Experience with diverse and under-served populations.
- Ability and willingness to travel and a valid driver's license.

Job Responsibilities

- Assist SNAP-Ed Program Manager with the implementation and evaluation of the SNAP-Ed program across the state.
- Manage and monitor the budgets and data collection for grantees.

- Ensure compliance of the budgetary guidelines and procedures regarding travel, programming supplies and other financial considerations.
- Develops and implement training for SNAP-Ed educators in conjunction with the SNAP-Ed Program Manager.
- Manage the reporting protocol of grantees.
- Coordinates and develop the implementation of the partner level agreements across the state.
- Analyze and synthesize feedback from SNAP-Ed Educators on participants and community concerns, program implementation, curricula and other resources to improve the quality and efficiency in the program and better meet the needs of SNAP-Ed.
- Conduct ongoing performance management of SNAP-Ed Educators and grantees.
- Observe, monitor and coach grantees to ensure the quality of the program delivery.
- Coordinate and facilitate meetings with grantees, stakeholders, and other state departments.
- Communicate with other Family Health Services personnel to enhance program delivery through collaboration of programmatic activities.
- Explore additional grant opportunities to support the objectives identified in the State SNAP-Ed Plan.
- Performs other related duties as assigned.

Please respond with a cover letter and resume to snap-edfhs@doh.nj.gov by COB May 30th, 2018.