**PRIMARY RESPONSIBILITIES:**

- Direct collaboration with the Associate Director and Breastfeeding Coordinator to determine the training needs of WIC program staff, professional, paraprofessional and clerical staff.
- Develops, plans, implements and evaluates nutrition education policies for paraprofessional staff which are necessary to achieve health and nutrition education goals.
- Trains and certifies paraprofessionals to be WIC Nutrition Assistants. Determines competency and submits authorization request through the WIC Director to CDPH/WIC’s training division for approval.
- Develops lesson plans for bi-monthly nutrition and health education classes and food demonstration classes.
- Coordinates the QA program with the Associate Director that includes critiquing sessions and reviewing WIC electronic/physical records.
- Other duties as assigned.

**KEY REQUIREMENTS:**

- Bachelors and/or master’s degree in a health-related field.
- Three (3) years’ experience in a health-related field.
- Must be knowledgeable in the areas of pregnancy, lactation and infant/child nutrition.