Job Posting
Project Coordinator

California WIC Association (CWA) is seeking a qualified candidate to serve as Project Coordinator, focusing on a variety of strategies, initiatives and deliverables that support and promote the WIC program and related public health issues. This position involves work on issues at the local, state and national levels related to the success of the WIC program and related efforts to support maternal and child health, breastfeeding, nutrition, health care reform, food access, and immigrant protections.

The candidate will:

- coordinate the curriculum development for a large, annual statewide conference and other in-person or webinar training events for WIC staff and allied professionals
- contribute through original writing and editing to several written communications on a bi-weekly, monthly and bi-annual basis
- maintain and manage the Association’s website
- lead a statewide workplace wellness initiative for local WIC agencies
- coordinate, develop, deliver, and report on grant deliverables related to a wide variety of topics
- represent CWA with state and local WIC staff, in meetings, through presentations, and at public events with other stakeholders

To be successful in this position, the candidate must have strong writing and editing skills and experience in public health and project management. The work will require the individual to be highly detail-oriented, organized, and self-motivated. Critical thinking skills, comfort working in a fast-paced team environment, and involvement in a wide variety of projects and issues will be expected.

CWA is the nonprofit member association for the 83 local WIC agencies in California, formed in 1992 by directors of these agencies. CWA functions in three broad areas: advocacy, training and communications. With a mission to lead California communities to nourish, educate and support families in building a healthy future, CWA functions at many levels and across a wide spectrum: supporting and advocating for WIC program improvements and protections; advocating for food security and health care access; addressing social determinants of health in support of low-income or otherwise vulnerable families. The organization works in collaboration with numerous local, state and national organizations.

Interested individuals are encouraged to review the CWA website to gain a better understanding of priorities, initiatives and published reports. [www.calwic.org](http://www.calwic.org)

Qualifications:

- Strong writing and editing skills. Writing examples will be required.
- Bachelor’s degree required (nutrition or public health preferred); post graduate degree, but
especially 3-5 years related experience in public health, nutrition, breastfeeding or MCAH, a significant plus.

- Strong verbal communication skills to interact with all levels of management, staff and organizations
- Ability to plan, organize, and implement daily responsibilities and long-term projects
- Flexibility for expected shifts in priorities
- Availability to work evenings or weekends during conferences
- Some state and national travel required for meetings and annual conferences
- Adept in social media, website maintenance, Microsoft Office suite and online applications

This is an exempt, full-time position located in West Sacramento, California. Salary commensurate with experience and qualifications, excellent benefits.

CWA is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, or sexual orientation.

TO APPLY: Please send your resume with 3 references, 2-3 writing samples, salary requirements, and cover letter by mail or email to Lena Workman (lworkman@calwic.org), California WIC Association, 3120 Freeboard Dr. Suite 101, West Sacramento, CA, CA, 95691 by August 1, 2018.