

CHEF (Culinary Health Education for Families) JOB DESCRIPTION

DEPARTMENT CHEF: Culinary Health Education for Families	TITLE: Registered Dietitian and Program Developer	REPORTS TO: CEO, CHEF
DATE REVISED: January 18, 2023	DATE EFFECTIVE: January 23, 2022	EXEMPT or NON-EXEMPT? Exempt

Culinary Health Education for Families program (**CHEF**) is a 501(c)(3) organization located in San Antonio, Texas. Rooted in the belief that *Food is Medicine*, CHEF teaches children and families basic *nutrition* and practical *cooking skills*, with the long-term goal of motivating individuals and communities to adopt and sustain healthier eating habits.

OVERVIEW

CHEF is seeking a Registered Dietitian and Curricula Writer to join our team as we continue to develop high-quality, evidence-based nutrition and culinary programming for school-aged children and their families. The ideal candidate will be a Registered Dietitian and have experience writing nutrition education curricula for a variety of age groups and subject matter. She or He will be expected to embrace the CHEF® philosophy, understand the needs of the audiences we serve (students, teachers, general community), and translate that into engaging and effective curricula reflecting the current USDA guidelines. The curricula writer will also play a pivotal role in the training and mentoring of CHEF Instructors to facilitate program expansion.

SUMMARY OF RESPONSIBILITIES

The Registered Dietitian/Program Developer is a full-time position, hired by and directly accountable to the Chief Executive Officer of CHEF®. Primary areas of responsibility include: development and ongoing refinement of TEKS-aligned nutrition education curricula and content for school-aged children and their families; development of CHEF curricula appropriate for workplace wellness programs, community classes, etc.; development of content designed to meet continuing education requirements for dietitians, health care providers, etc.; development of CHEF® aligned collateral materials and teaching tools; training and mentoring of CHEF® instructors.

COMPETENCIES/SKILLS

The requirements listed below are representative of the knowledge, skill and/or ability required.

- Ability to develop and foster strong, professional relationships with CHEF team, partners, and clients.
- Formal nutrition education/licensure as a Registered Dietitian
- Excellent communication, writing, proofing, editing skills
- Experience with writing health education curricula for a variety of age groups and subject matter
- Positive and proactive problem solver.
- Excellent time management skills and ability to prioritize work
- Demonstrated experience taking initiative
- Exceptional attention to detail
- Exceptional organizational and project management skills.
- Adaptability
- Ability to work independently as well as with team members
- Ability to apply high-level multitasking with commitment to high standards of quality
- Proficiency in MS Office Suite products, including Microsoft Word, Excel, PowerPoint, and Outlook

QUALIFICATIONS

- Licensed Registered Dietitian (Texas Licensure)
- Minimum 5 years of professional experience in a related field that requires writing, educational presentations, etc.
- Experience developing curricula for K-12 students

TASKS/FUNCTIONS

- Develop CHEF® school and after-school curricula and content for assigned grade levels and subjects, adhering to state (TEKS) and national standards
- Develop CHEF® curricula appropriate for specific adult populations (e.g. materials to be offered for workplace wellness programs, community classes, etc.)
- Develop stand-alone instructional modules that can be offered for continuing education credit for dietitians, health care providers, etc.
- Write instructional materials, including CHEF® lessons, step-by-step recipe demonstrations, teachers' guides, family engagement materials, and online content
- Work with CHEF® Advisory Council to ensure relevance, accuracy, and clarity of content
- Review and revise existing curricula as needed
- Serve as Lead Trainer for CHEF® -- coordinating and supervising training of new CHEF instructors, and facilitating classes as needed
- Attend professional development workshops and conferences as needed
- Serve on curricula committees and task forces
- Collaborate with administrators, teachers, and other stakeholders to implement curricula
- Monitor program impact and revise curricula as needed to ensure student success
- Work with CHEF® Marketing Manager to develop blog articles, podcasts, etc.
- Keep abreast of developments in the field of education
- Position will require working occasional evenings and weekends in support of CHEF events and programming
- Contributes to a positive and productive work environment

PHYSICAL DEMANDS / WORKING CONDITIONS

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Employer is open to consideration of a hybrid (in office + some remote) work model for this position.

CHEF is an Equal Opportunity Employer.

Candidates should send a cover letter and resume to: info@chefsa.org