

Greater Wisconsin Agency on Aging Resources (GWAAR)

Position Title: Nutrition Program Specialist

Supervisor: GWAAR Program Specialist Manager

Position Status: Full-time, 40 hours per week, exempt position working standard business hours Monday through Friday, with some nights, weekends, and overnight travel required.

Position Summary:

The Nutrition Program Specialist will provide ongoing training, technical assistance, and support to county and tribal aging units/aging and disability resource centers (ADRCs) across our 70-county service area, with a primary focus on the Senior Nutrition Program. This position will ensure compliance with program policies, conduct nutrition assessments, and foster partnerships to enhance nutrition services for older adults. This is a remote position with travel within Wisconsin.

Essential Job Functions:

- Provide guidance and technical assistance to county and tribal nutrition programs on policy implementation, best practices, and program operations.
- Ensures compliance with food safety regulations by providing training and guidance to maintain a safe food environment for program participants.
- Complete senior nutrition assessments, including monitoring and compliance reviews, to ensure program standards are met.
- Develop and update policies and procedures to ensure compliance with federal, state, and local regulations.
- Develop training materials and resources for nutrition program staff, volunteers, and stakeholders.
- Conduct educational sessions, webinars, and workshops on topics related to senior nutrition, food safety, and program administration.
- Identify opportunities for program improvements and innovative approaches to enhance service delivery.
- Lead and support innovation improvement projects designed to improve nutrition program processes and outcomes.
- Establish and maintain relationships with county and tribal nutrition programs, elected officials, and other aging service providers.

- Develop and strengthen partnerships with food organizations, local producers, and other stakeholders to support nutrition services and increase food access.
- Work collaboratively with other team members to accomplish agency goals and initiatives.
- Assist counties in the development and review of aging plans, ensuring alignment with program goals and community needs.
- Advocate for policy and programmatic changes that improve nutrition services for older adults.
- Other duties as assigned.

Education:

- Bachelor's degree in human services, nutrition, public health, or a related field (preferred but not required).

Experience:

- Minimum of three years of experience working with aging services, preferably senior nutrition programs.
- Experience in food safety standards, including knowledge of the Wisconsin Food Code.
- Demonstrated experience providing technical assistance, conducting training, and developing policies and procedures.
- Proven ability to work collaboratively with diverse stakeholders, including government agencies, nonprofits, and community organizations.
- Strong written and verbal communication skills, with the ability to present information to a variety of audiences.
- Ability to work independently and manage multiple projects effectively.
- Must be willing and able to travel within the 70-county, 11-tribe service region.

To apply, send cover letter and resume to the following:

Jean Lynch, Program Specialist Manager

Jean.lynch@gwaar.org

GWAAR is proud to be an equal opportunity employer committed to hiring a diverse and inclusive workforce. GWAAR provides equal employment opportunities to all employees and employment applicants without regard to unlawful considerations of sex, sexual orientation, gender (including gender identity and/or expression), pregnancy, race, color, creed, national or ethnic origin, citizenship status, religion or similar philosophical beliefs, disability, marital and civil union status, age, genetic information, veteran status or any personal attribute or characteristic that is protected by applicable local, state or federal laws.