



*Pride of the Ojibwe*  
13394 W Trepania Road  
Hayward • Wisconsin • 54843  
Phone (715) 634-8934 • Fax (715) 634-4797 • HR Fax (715) 699-1209

## JOB ANNOUNCEMENT

### Nutrition Educator

**JOB TITLE:** Nutrition Educator  
**POST DATE:** February 28, 2024  
**CLOSING DATE:** Open until filled  
**SUPERVISOR:** Food Distribution Program Manager  
**LOCATION:** LCO Food Distribution Program  
**SALARY:** \$20.00-\$25.00/hr. D.O.Q.

**General Description:** The primary responsibility of this position is to provide nutrition education, food safety instruction, healthy cooking classes, food preservation classes, and nutrition counseling to participants in the Food Distribution Program.

**Qualifications:** High School Diploma or equivalent is required. Minimum of two years professional experience, at least one year in Community or Public Health Nutrition. Successful completion of ServSafe and university Extension Food Preservation Courses preferred

1. Must be able to pass a pre-employment drug screen.
2. Must be able to pass a background check.

**DESCRIPTION OF DUTIES:** The primary responsibility of this position is to provide nutrition education, food safety instruction, healthy cooking classes, food preservation classes, and nutrition counseling to participants in the Food Distribution Program. Specific responsibilities include but are not limited to the following:

1. Counsel individuals and small groups on healthy nutrition at the Food Distribution Program and during home visits as needed.
2. Develop plans for nutrition education and cooking classes. Cooking classes will include commodity and traditional foods, safe food, Choose My Plate goals, and Dietary Guidelines.
3. Develop and test healthy recipes utilizing traditional and commodity foods.

4. Perform food demonstrations and teach healthy cooking and nutrition classes.
5. Teach food preservation classes including water bath and pressure canning, freezing, and drying.
6. Develop table top displays and handouts with nutrition messages.
7. Network with other tribal programs involved with nutrition education and food preparation.
8. Develop and maintain files of nutrition education handout materials.
9. Maintain records of participants attendance at nutrition classes.
10. Maintain records of participants' surveys and feedback.
11. Assist with applications for USDA grant funding.

**POSITION RELATIONSHIPS:**

1. **Internal:** Food distribution staff, tribal program staff, and community members.
2. **External:** Community members

**SUPERVISORY RESPONSIBILITIES:** Nutrition Assistant

**SUPERVISION RECEIVED:** Food Distribution Program Manager

**EDUCATION:** High School Diploma or equivalency is required.

**EXPERIENCE:** Minimum of two years professional experience, at least one year in Community or Public Health Nutrition. Successful completion of ServSafe and University Extension Food Preservation Courses preferred.

**SKILLS:**

1. Knowledge and application of healthy and safe food and nutrition education principles.
2. Knowledge and application of socio-cultural factors associated with Native Americans.
3. Ability to develop healthy recipes and complete food demonstrations.
4. Ability to work as a team with other tribal programs.
5. Ability to relate well to residents of the local community.
6. Ability to communicate orally and in writing.

**WORKING ENVIRONMENT:**

1. **Work Conditions:** Responsibilities will be performed in the Food Distribution Warehouse.
2. **Exposure to Hazards:** Exposure to basic kitchen hazards.
3. **Physical Requirements:** Sitting, standing, bending, viewing computer monitor and lifting up to 20 lbs.

**BEHAVIOR:** The vision, goals and objectives require the Nutrition Educator to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac Courte Oreilles Tribe will not be tolerated and is subject to disciplinary action.

**LCO Tribal Government  
Human Resource Dept  
Nutrition Educator**

**OTHER:** Demonstrate a strong commitment to cultural beliefs and values. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Must possess a valid Wisconsin Driver's license and liability insurance. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac Courte Oreilles Tribe.

**Application Procedure:**

Submit **completed LCO Employment Application including Release and Authorization Form** (available upon request or on the Tribe's website) along with a **cover letter, resume** and at least **three (3) letters of reference**, and any other supportive documents. Resume should be typewritten, indicating personal information related to the position for which applicant is applying for and should include education, experience, professional and/or community involvement. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

**MAIL, FAX OR EMAIL ALL INFORMATION TO:**

**Lac Courte Oreilles Tribal Government**

**ATTN: Human Resources Dept**

**13394 W. Trepania Road**

**Hayward, WI 54843**

**Fax (715) 634-4797**

**HR Fax (715) 699-1209**

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**[caroline.yellowthunder@lco-nsn.gov](mailto:caroline.yellowthunder@lco-nsn.gov)**

***Tribal preference will apply to qualified applicants in accordance with the  
Lac Courte Oreilles Policies & Procedures Manual.***