WITS Program Coordinator Job Description

Wellness in the Schools (WITS) is a national nonprofit that teaches kids healthy habits to learn and live better. We partner with school districts to provide nutrition and fitness education, healthy scratch-cooked meals, and active recess periods. Our approach improves student outcomes and drives systemic, long-term change, shifting school cultures.

Qualifications:

- Culinary school graduate or equivalent in experience.
- Deadline and detail focused.
- Strong interpersonal skills (necessary for working cooperatively with school personnel, parents, and other partnering organizations).
- Excellent organizational and communication skills.
- Strong leadership and management skills.
- Ability to work well with children and parents.
- Passion for the WITS mission.

Responsibilities (may include, but are not limited to):

- Train school kitchen staff on new menu items on a weekly basis.
- Build relationships with the school community including principal, teachers and parents while exercising flexibility and resilience in understanding the changing nature of school environments; attend meetings as required.
- Educate the school community through culinary and nutrition classes.
- Support evaluation of WITS programs.
- Manage ingredient inventory.
- Support coordinating parent events, workshops and attend meetings when needed.
- Coordinate school events that support WITS programs such as Wellness Committees and any partner collaborations.
- Programming onboarding for new staff.
- Engage with regional and national offices.
- Perform other duties as assigned.
Details:

- Start date: immediate.
- This position reports to the Senior Program Manager and National Directors.
- Full-time, salaried role based on school year calendar.
- Required to travel to different school sites throughout the week.
- Compensation based on experience.
- Hire may be contingent upon: recent PPD negative status, ServSafe certification, and cleared background/fingerprint check through the Department of Education.
- Job requires Hire to lift up to 50 pounds.
- Job requires Hire to be on their feet for 5 hours per day.
- Job requires Hire to handle all types of food and ingredients.

All interested candidates should send a resume and cover letter to: Gisselle@wellnessintheschools.org.

*WITS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender, national origin, age, disability or genetics. In addition to federal law requirements, WITS complies with applicable state and local laws governing nondiscrimination in employment in every location in which it operates.*