



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.