



Black Belt Community Foundation

Health & Nutrition Coordinator Job Announcement

Updated 9/9/2025

Title: Health & Nutrition Coordinator

Location: Selma, Alabama

Reports To: Head Start Director

FLSA Status: Exempt

Mission: To forge a collective stream of giving from the community and other sources so the people of the Black Belt can enhance their efforts to lift themselves by taking what they have to make what they need.

Job Summary: The Health & Nutrition Coordinator plans and administers health and nutrition services for children and families, coordinating with other program areas, ensuring quality and compliance, and supervising related staff and services.

Key Responsibilities:

- **Program Oversight:** Plan, develop, and administer Head Start health and nutrition services; maintain compliance with Head Start Performance Standards and federal, state, and local regulations.
- **Training & Guidance:** Provide training to staff, parents, and community members on health and nutrition topics; oversee food services and support family engagement initiatives.
- **Monitoring & Reporting:** Track and analyze health and nutrition services; maintain accurate records, policies, and procedures.
- **Community Collaboration:** Partner with state and community agencies for recruitment, outreach, and enhanced services; coordinate communication among staff, families, and program consultants.
- **Professional Standards:** Maintain confidentiality, ethical standards, and a positive work ethic; support ongoing professional development and special events.

Qualifications: Bachelor's degree in Health Education, Nursing (RN, LVN, MPH), Public Health, or related field required; Master's preferred. Two or more years of related experience/training in health or nutrition services. RN, PHN, Registered Dietician or Nutritionist, or other related license/certificate preferred. Ability to supervise staff, communicate effectively with families and community, analyze data, and use MS Office (Word, Excel, PowerPoint, Publisher).

Core Values: Integrity, transparency, joy and love of community, and innovation.

How to Apply: Submit cover letter and resume to HR@blackbeltfound.org or complete an application.

We are an equal opportunity employer committed to a diverse and healthy workplace.