

York County Community Action Corp.

YCCAC is a nonprofit organization whose mission is to alleviate the effects of poverty, attack its underlying causes and to promote the dignity and self-sufficiency of the people of York County, Maine.

WIC Program Manager

Full Time; Exempt

The WIC Program Manager is an essential partner in advancing York County Community Action's mission of enabling York County residents to achieve good health and economic opportunity. In partnership with the Chief Program Officer, the WIC Program Manager plans, directs, coordinates, implements and evaluates the services provided by the WIC program. The WIC Program Manager also supports the Chief Program Officer in developing the WIC budget, preparing the WIC contract, and ensuring compliance with WIC regulations. The WIC Program Manager also provides direct WIC client services and nutrition counseling services. The WIC Program Manager:

- Coordinates and manages the WIC program to include hiring, training and supervision of WIC staff; administering the WIC contract and budget; and overseeing WIC computer information system.
- Supports Chief Program Officer in ensuring compliance with State and Federal WIC regulations; implements WIC-related compliance activities.
- Represents the program to other community groups, community health agencies and institutions, physicians and funding sources, assuring effective coordination with other resources and services.
- Supports the continuing evolution of the program in accordance with community needs and available resources and directs and coordinates outreach efforts.

Qualifications:

- Registered Dietitian with a baccalaureate degree, preferably licensed with the State of Maine.
- Experience in providing direct services for nutrition education and counseling required.
- Minimum of three (3) years successful experience in human services program management, including program planning, operation, evaluation, reporting, compliance and the use of management information systems.
- Commitment to the philosophy and purpose of the WIC Program.
- Knowledge of community resources and successful experience working in a team setting.
- Computer proficiency including word processing and spreadsheet skills.

Desired Skills and Competencies:

- *Innovated Leader* – Knowledgeable and have the ability to create and adapt to change.
- *Dynamic Leadership* – Lead with integrity, confidence and with a client-centered approach.
- *Dependability* – Accomplish deliverables, maintain accountability, and achieve results.
- *Attention to Detail* – Proven experience with accuracy and thoroughness.
- *Organized* – Uses time, energy, strength, mental capacity, physical space effectively to remain focused and achieve desired outcomes.
- *Cooperation* – Enjoys and thrives working in a collaborative environment.

Visit our website at <https://yccac.org/join-our-staff/> for an application. Completed resumes and applications will be accepted until June 3, 2022 and may be reviewed upon receipt.

York County Community Action Corp.
6 Spruce Street, P.O. Box 72
Sanford, ME 04073
(207)324-5762 or 1-800-965-5762
Fax (207)459-2838
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EOE