



**OREGON DAIRY PRODUCTS COMMISSION
POSITION DESCRIPTION**

SECTION 1 - POSITION INFORMATION

Position Title: Nutrition Educator – Health Professional Programs
 Position Category: Nutrition Education Services/Oregon Dairy Council
 Agency Number: 617000
 Work Location: Portland, Oregon
 Position: 1.0 FTE
 Eligible for Overtime: No

SECTION 2 - PROGRAM/POSITION INFORMATION

The Oregon Dairy Products Commission (ODPC) was created in 1943 by an act of the State Legislature and represented the first industry in the state to request the authority to tax itself for the purpose of its own betterment through marketing, promotion, education and research. ODPC is one of 27 industry-funded commodity commissions that operate under the umbrella of the Oregon Department of Agriculture’s (ODA) Commodity Commission Program, and whose statutory authority is provided specifically in ORS 576. The Commission is funded and directed by the Oregon dairy industry, with oversight by the Oregon Department of Agriculture.

Nationally recognized for excellent programming designed to encourage healthy food choices for life, Nutrition Education Services/Oregon Dairy Council is a program of the Oregon Dairy Products Commission (ODPC). Founded in 1918, Oregon Dairy Council nutrition education programming has helped build demand for Oregon dairy products for over 90 years.

SECTION 3 - DESCRIPTION OF DUTIES

Reporting to the Oregon Dairy Council Director, the Nutrition Educator - Health Professional Programs will plan, budget, implement and evaluate nutrition education programming for a variety of audiences, focused mainly on primary care health professionals.

The Nutrition Educator – Health Professional Programs will provide expertise and employ strategies to achieve the Commission’s mission and programming goals to help grow demand for dairy, by positioning dairy foods as part of a healthy diet.

- Plan and present interactive workshops, presentations and exhibits at professional meetings for health professionals. Identify experts on key nutrition topics and secure presentations at continuing education meetings. Present to other audiences, as needed, in promoting the role of dairy foods.
- Lead and participate in content development for print, e-newsletter, website and social media. Market materials and messages through events, professional networking, direct and electronic mail, social media and/or other effective strategies.
- Coordinate with public relations efforts.
- Establish and maintain a positive working relationship with appropriate partners including health systems and professional organizations: Oregon and Portland Dietetic Associations, Oregon Pediatric Nutrition Practice Group, Portland Culinary Alliance and others.
- Take leadership roles in partner groups, coalitions and dietetic associations to help ensure dairy's role is represented.
- Serve as main preceptor for one dietetic internship program (OHSU). Precept interns from additional programs for specific projects.
- Further knowledge and skills in nutrition education through continuing education related to plan of work.
- Provide nutrition expertise and dairy nutrition background to support marketing and communications programming.
- Participate in annual program planning to assess needs of target audiences and the dairy industry. Develop and evaluate effective programming to address those needs.
- Represent Nutrition Education Services/Oregon Dairy Council with various dairy industry groups.
- Other duties as assigned.

SECTION 4 - SUPERVISORY DUTIES

The Nutrition Educator – Health Professional Programs has no supervisory duties

SECTION 5 - DECISIONMAKING

- Project management to achieve outcome goals.
- Ability to track expenditures to allocated budget.

SECTION 6 - REVIEW OF WORK

Performance is reviewed on an annual basis by the Director and Executive Director.

SECTION 7 - WORKING CONDITIONS

- Applicant must have, or be able to obtain, a valid driver's license and have a good driving record or be able to provide an acceptable method of transportation.
- The Nutrition Educator – Health Professional Programs will be expected to work a minimum of 40 hours per week on a five-day basis, or part-time hours as designated. Occasional overnight travel and work during weekend and evening hours may be required.

SECTION 8 - GUIDELINES

- The Nutrition Educator is responsible for working in compliance with statutes, rules, and policies and procedures as they relate to a commodity commission education and promotions program.

SECTION 9 – PREFERRED QUALIFICATIONS

- Baccalaureate degree from an accredited college or university with a major in foods and nutrition or related field of study.
- Registered and Licensed Dietitian status preferred.
- Master’s Level education in nutrition and/or education and additional coursework or experience in marketing and or communications is desirable.
- Three years work experience directly related to nutrition educator job responsibilities desired.
- Strong written and verbal communication skills. Experience with electronic and social media to achieve business objectives is desirable.
- Ability to communicate complex nutrition information for a variety of audiences.
- Ability to prioritize work, manage multiple projects and meet deadlines.
- Exceptional teamwork skills demonstrated through prior work and professional experience.
- Computer efficiency in Microsoft Office and other systems as required.

SECTION 10 - COMPENSATION

As a state agency, the Commission provides a benefit package including medical, vision and dental insurance; paid vacation, sick leave and holidays; and contribution toward state retirement plan. Options for life and disability insurance are available. The position is not eligible for overtime.

The Oregon Dairy Products Commission is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, marital status, disability, political affiliation, belief, or veteran status.