

AgeGuide Northeastern Illinois Area Agency on Aging is accepting applications for the position of Nutrition Innovation Coordinator

AgeGuide is a well-respected and well-established non-profit company serving older adults and their families living in the collar counties of DuPage, Grundy, Kane, Kankakee, Kendall, Lake, McHenry, and Will is seeking a Nutrition Innovation Coordinator for its Lombard office.

Under the direction of the Grants Administrator, the Nutrition Innovation Coordinator will concentrate efforts on planning, program development, and coordination with agency partners and community partners providing information and guidance on nutrition services.

Primary responsibilities include:

Restaurant Program Coordination

- Coordinate the creation of restaurant programs throughout the 8-county region
- Research demographics with the most economic and greatest social need to locate and establish restaurant partnerships in hard-to-reach areas across the 8-county region
- Provide guidance and technical assistance to nutrition program providers on implementation and maintenance of restaurant programs

Reporting & Grant Management

- Collaborate with the grants team to complete tasks and projects and provide support with application of policies and procedures
- Evaluate restaurant program statistics on a regular basis
- Participate in meetings with Senior Dine and nutrition funded partners

Required Competencies

- Excellent oral and written communication skills, with the ability to communicate information in a clear and concise manner.
- Strong interpersonal skills, including the demonstrated ability to work effectively with community organizations, colleagues, business partners, and community stakeholders.
- Proficiency in Microsoft Office programs, including OneDrive, Outlook, Word, Excel, Power Point, Forms and Teams.
- Proficiency in using a variety of meeting software including GoTo Meeting and Zoom.

Education and Credentials

- Preferred Registered Dietitian, Licensed in Illinois

- Minimum of a bachelor's degree in Nutrition and Dietetics, Social Work, Nonprofit Management, Gerontology, or other related field.

Preferred Experience

- Some experience with senior nutrition programs

This three-year grant position oversees the coordination of the Administration for Community Living (ACL) Grant: Modernizing the Congregate Dining Program.

This is a full-time salaried position with excellent Health, Dental, 401k, Life & Pension benefits.

For immediate consideration, applicants must apply with a cover letter and resume to the Director of Human Resources (jcolucy@ageguide.org). The requested information must be submitted electronically by Friday, September 9th. The desired start date is on or before September 15th. AgeGuide is an equal opportunity employer. Older persons and minorities are encouraged to apply.

A complete job description is available upon request or available at an in-person interview.

Job Type: Full-time

Salary: \$40,099.00 - \$44,473.00 per year

Benefits:

- 401(k)
- 401(k) matching
- AD&D insurance
- Dental insurance
- Disability insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- Day shift
- Monday to Friday

COVID-19 considerations:

- We follow IDPH and CDC guidelines for DuPage County.

Please submit a writing sample in regard to the following:

- Tell us about your experience working with a Senior Nutrition Program.
- Why do you feel you are a good fit for this position?

Education:

- Bachelor's (Required)

License/Certification:

- Registered Dietitian (Required)