



**Alabama Women, Infants, and Children (WIC) Program  
Registered Dietitian Assistant Administrator (RDAA)  
Training Coordinator and Eastbrook Clinic  
Administrator**



### **Job Summary**

The Training Coordinator is a State WIC Office position that oversees training of WIC program staff and serves as the Eastbrook WIC Training Clinic Administrator. This position also assists with WIC Nutrition Services activities such as participating in outreach efforts and the Food Package Committee as well as updating the Alabama WIC Provider Guidance manual.

### **Job Details**

- Full Time
- Location – Montgomery, AL
- Salary Range – \$55,375.20-\$93,096.00

### **Education and Experience**

- B.S. degree in Nutrition, Foods and Nutrition, Dietetics, or Community Nutrition from an accredited college or university and three (3) years of professional nutrition experience OR M.S. degree in Nutrition, Foods and Nutrition, Dietetics, or Community Nutrition from an accredited college or university and two (2) years of professional nutrition experience (required)
- Registered Dietitian (required)
- Licensed in the state of Alabama, or eligible for licensure (required)
- Experience with Microsoft applications such as Word, Microsoft Excel, etc. (required)
- WIC experience (preferred)
- Must be able to travel in and out of state to attend required meetings and conferences (required)
- Experience with managing multiple projects (required)

### **Job Responsibilities**

- Communicates with supervisor, state staff, district and clinic staff, participants, agencies, and other individuals
- Supervises employees and provides administrative guidance for Eastbrook clinic staff
- Administers the operation of the Eastbrook WIC Training Clinic including but not limited to updating the lease; working with the building manager regarding maintenance; and coordinating clinic and staff schedules
- Schedules and provides WIC training sessions to appropriate district/county personnel
- Assists with special projects such as the Nutritional Risk Criteria Manual, coordinating the WIC Training Conference, and the WIC Approved Foods list
- Assists with updating applicable training documents
- Responds to emergency and disaster assignments when called to duty.

To Apply:

- Go to <https://www.personnel.alabama.gov/Jobs>
- Enter “40667” in the “Filter by Job Title, Class, or Keyword” search box
- Click “apply online”
- Follow directions to set up an Online Employment System (OES) account, or login to an existing OES account
- Complete & submit online application

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