



STEVEN M. FULOP
MAYOR OF JERSEY CITY

CITY OF JERSEY CITY DEPARTMENT OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217 | F: 201 547 5022



MARK A. BUNBURY JR.
DIRECTOR

WIC Program Director (Nutrition Program Coordinator)

Department: Health and Human Services

Division: Food and Nutrition

Exempt/Non-Exempt: Non-Exempt

JCSA: Jersey City Supervisor's Association

Full-Time/Part-Time/Seasonal: Full-Time

Workweek: M-F, (40 hours) hours are to be determined.

Salary: \$70,000-\$90,000. Based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The Department of Health and Human Services is looking for a Director of the Women, Infants, and Children (WIC) Program who will report to the Director of the Division of Food and Nutrition. The WIC Program Director will oversee the overall administration and management of the WIC Program, which provides supplemental food, nutrition, education, and access to health care for women, infants, and children.

Job Duties:

- Supervises and manages the daily operations of the WIC program to ensure compliance with federal regulations and state policies and procedures including the issuing of food vouchers and coordination of a comprehensive nutrition program.
- Oversees the screening of potential program participants for eligibility according to federal guidelines.
- Directs the management of clinic caseload in accordance with the WIC program's monthly caseload management plan.
- Provides guidance, resources, assistance, and supervision necessary for program staff to carry out their responsibilities. Trains, supervises, and evaluates staff.
- Develops goals, objectives, and long-term strategic plans to grow and strengthen the program.
- Collects data and evaluate the effectiveness of the nutrition program along with researching new methods for program development.
- Ensures to follow up on inquiries and requests relating to program information and participant eligibility for those with high-risk health care problems and nutritional needs.
- Prepares and oversees program budget and ensure expenditures fall within budgetary limits.
- Maintains fiscal and program records, and prepare various reports as required.
- Manages the conducting of hearings for local recipients threatened with termination or discontinuation with the WIC program.
- Perform other duties as assigned.

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

Required Educational Background: Bachelor's degree in Nutrition, Community Nutrition, Food and Nutrition, Community Dietetics, or other related field. Must possess a current and valid certification as a Registered Dietitian issued by the Academy of Nutrition and Dietetics.

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.



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Required Experience: Three (3) years of experience in managing or supervising a public health, nutritional and/or health education program.

Essential Skills:

- Ability to organize and coordinate nutritional programs to increase community awareness and build long-term working relationships with current and potential community partners to grow program participation.
- Strong supervisory and leadership skills with the ability to develop effective work plans to delegate assignments while providing guidance on difficult issues.
- Highly detail-oriented with strong written and verbal communication
- Excellent organizational, record keeping, time management, and multi-tasking skills including the ability to set priorities and be flexible to last-minute changes.
- Strong fiscal operations and budget management skills
- Knowledge of cultural, social, and economic problems of low-income families as they relate to public health nutrition.
- Exceptional interpersonal skills with the ability to work collaboratively and foster positive and professional relationships with direct reports, supervisor, clients, and community/government agencies.
- Proficient in Microsoft Office Suite including Outlook, Word, and Excel with the ability to learn new computer programs.
- Ability to exercise independent judgment and discretion regarding confidential matters.

Preferred Education/Skills/Qualifications:

- Five (5) years administrative experience in clinical or community nutrition setting, including at least two (2) years in a WIC Clinic.
- Master's degree in Nutrition, Nutritional Sciences, Public Health Nutrition or other related field is preferred.
- Bilingual (Spanish/English) or (Arabic/English) preferred but not required.
- Knowledge of Jersey City nutritional programs, local government, and/or community resources.

Full Civil Service job description available here: <https://info.csc.state.nj.us/jobspec/07325.htm>. You must eventually pass and qualify for this Civil Service title.

To apply for this job with the City of Jersey City please fill out our [Employment Application](#).

Please note that this role is subject to the residency requirements set forth by [NJ First Act](#).

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