State Nutrition Program Coordinator Core Competency Tasks

A. Practice shared, principled leadership

A1. Coach and be coached
A2. Interpret/set/apply policy and procedure
A3. Guide strategic planning
A4. Model professional integrity
A5. Pursue continuous professional development
A6. Maintain cutting edge awareness in core competency areas
A7. Create opportunities, challenge status quo
A8. Facilitate team building
A9. Facilitate organizational change for program and organization success
A10. Promote telling our stories
A11. Interface with academic organizations and community systems
A12. Facilitate and model teamwork
A13. Keep current in the use of technology

B. Provide leadership for statewide programming

B1. Ensure program guidelines are followed
B2. Coordinate program planning including asset mapping and needs assessment
B3. Integrate research into educational programs
B4. Oversee curriculum identification and development
B5. Facilitate culturally sensitive program implementation for behavior change
B6. Coordinate program evaluation
B7. Conduct and/or participate in applied research
B8. Utilize evaluation results for program enhancement
B9. Recognize participant achievement
B10. Ensure compliance

C. Create an environment in which staff can thrive

C1. Develop and modify a staffing pattern
C2. Create and modify position descriptions
C3. Oversee recruitment and hiring of staff
C4. Ensure organizational orientation
C5. Facilitate initial staff training
C6. Facilitate staff development
C7. Provide for performance management (counseling, coaching, termination, legal issues)
C8. Continually recognize and reward staff
C9. Coach and be coached
D. Practice stewardship of all resources

D1. Develop operational systems for financial management
D2. Develop budgets
D3. Maintain budgetary communication throughout all levels
D4. Oversee the monitoring of budgets
D5. Ensure compliance and financial accountability and reporting
D6. Authorize expenditures
D7. Provide technical assistance
D8. Seek and secure additional resources

E. Promote synergistic collaborations

E1. Establish relationships with partners with similar goals and visions
E2. Facilitate growth of relationships
E3. Demonstrate the benefits of shared vision
E4. Celebrate, recognize, reward collaboration

F. Communicate program value with passion

F1. Communicate success internally and externally
F2. Advocate for the audience we serve
F3. Increase awareness of needs and assets
F4. Create loyalty
F5. Tailor messages
F6. Oversee development of marketing tools
F7. Communicate program impact