

Neighborhood WIC (Women, Infants and Children), a program of Public Health Solutions, seeks a Project Director (“WIC Services Director”) to oversee the Neighborhood WIC program, including program management, strategic planning, managing staff, budget oversight, data management and reporting. WIC is an essential part of the food safety net, providing special supplemental foods, nutrition education and counseling to low-income pregnant women, infants and children up to age five who are at nutritional risk. In addition, WIC Staff encourage new mothers to breastfeed, monitor participants' height and weight and children's immunization status; and refer them as needed to other social services.

Neighborhood WIC is the largest New York State WIC program. We currently have 9 WIC centers located in Queens, Brooklyn, and the Bronx, serving approximately 46,000 families annually, with almost 150 staff. Neighborhood WIC has been serving families in New York City for over 35 years, funded by the US Department of Agriculture and the New York State Department of Health (NYSDOH), with an approximate \$8 million budget. In the fall of 2013, the WIC Services Director will be responsible for responding to the expected New York State Department of Health funding announcement that supports the WIC program’s base grant.

The WIC Services Director will very closely collaborate with PHS’ WIC Vendor Management program, which oversees more than 2000 stores who are licensed to accept WIC checks. In addition, the WIC Services Director will participate in the Division of Public Health Programs Leadership Team, and will collaborate with other program directors in the areas of reproductive health, child development, enrollment in public benefits, etc. The WIC Services Director will work closely with Federal, State and local government, other WIC programs, and with the larger community of organizations and individuals concerned with improving women and children’s nutrition and health, and New York City’s food systems.

Reporting to the VP of Public Health Programs, the WIC Services Director will:

- Maintain the program and budget integrity of the WIC program
- Comply with all State and Federal regulations
- Provide program, operational and strategic direction to WIC senior staff
- Supervise staff, including performance appraisals and managing disciplinary procedures and terminations in coordination with Human Resources
- Liaise between Public Health Solutions and NYSDOH
- Provide leadership on WIC, nutrition and food systems issues
- Write necessary reports for funders and for PHS
- Review and monitor caseload
- Manage all WIC sites
- Collaborate with other PHS Program Directors
- Other duties and program management responsibilities as assigned.

Qualifications:

- Master’s Degree in Nutrition, Public Health or Social Work

- Six years of management experience with some WIC related experience preferred
- Demonstrated program development experience, including in the areas of nutrition, food insecurity and food systems
- A track record of successful grant writing
- Excellent written and oral communication
- Experience with community outreach
- Proficiency with Microsoft Office (Word, Excel, and Powerpoint)

For more information about working at Public Health Solutions and to apply for this position, visit our website at www.healthsolutions.org. We accept online applications only.

Public Health Solutions is an EOE.