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