



505 EIGHTH AVENUE,
SIXTEENTH FLOOR
NEW YORK, NY 10018



a non-profit educational organization

JOB ANNOUNCEMENT

Please Post & Distribute (7/10)

WIC TRAINING CENTER DEPUTY DIRECTOR

Cicatelli Associates Inc. (CAI), is seeking a highly motivated individual for the **full-time** position of **WIC Training Center Deputy Director**. Based in the NYC office, the WIC (Women, Infants and Children) Training Center Deputy Director manages the day-to-day operations of the statewide WIC Program Training Services project, and provides training on WIC topics.

MAJOR TASKS AND RESPONSIBILITIES:

- Oversees the development of the WIC Program training database and the maintenance of this database as well as maintaining the WIC Training Center website and the state's Breastfeeding Peer Counseling website, www.breastfeedingpartners.org, within the guidelines of the USDA's Grant, Loving Support™ Through Peer Counseling.
- Oversees the delivery of WIC Program training programs throughout NYS using various modalities and manages all office procedures related to the delivery of training programs.
- Works with the WIC Training Manager to develop new training curricula and/or series of trainings as directed by the NYSDOH.
- Oversees the delivery of consulting (i.e., technical assistance) services annually.
- Oversees all quality assurance and continuous quality improvement activities, including: documentation and evaluation of WIC training sessions, submission of summary reports to the BSFP, etc.
- Prepares required project reports and invoices, and maintains ongoing communication with key DOH Bureau staff.
- Provides training on WIC related topics.
- Acts as the liaison with the WIC Association of NYS.
- Other duties as necessary/assigned.

EDUCATIONAL REQUIREMENTS, QUALIFICATIONS, CREDENTIALS & EXPERIENCE:

- Master's degree, preferably in nutrition or health and education related majors.
- Knowledge of WICSIS operations
- Minimum five years of administrative experience in WIC and/or nutrition in a public health setting.
- Experience with developing and delivering training programs.
- Familiar with the administration of WIC agencies (including staff development), the application of WIC standards of practice, and the delivery of WIC services to participants.
- Minimum three years managing large training project(s) and five years experience as a trainer

HOW TO APPLY:

CAI offers a competitive salary (*low to mid \$60s, depending on education and experience*) with excellent benefits and working conditions. Qualified and interested candidates should send a **COVER LETTER, RESUME and SALARY REQUIREMENTS (required!)** via:

- **EMAIL** to: employment@catelli.org , [subject: *WIC Training Center Deputy Director*] **or**
- **MAIL** to: *Cicatelli Associates Inc. 505 Eighth Ave, 16th Flr NY, NY 10018, ATTN: WIC Training Center Deputy Director, or*
- **FAX** to: (212) 629-3321 ~ *Attention: Human Resources – WIC Training Center Deputy Director*

Cicatelli Associates Inc. is a highly regarded, not-for-profit health care training, education and technical assistance organization, located in midtown Manhattan. CAI has extensive expertise in all aspects of developing, delivering, and evaluating training programs, conferences, providing organizational technical assistance and research. To learn more about Cicatelli Associates Inc., please visit our website at www.cicatelli.org

Cicatelli Associates Inc. is an Equal Opportunity Employer.