

**Date Posted:**

**Texas Head Start Association**

**JOB OPPORTUNITY POSTING**

**Job Title:** Nutrition Services Coordinator

**Employer/ Agency:** Harris County Department of Education

**Job Description:** In partnership with an interdisciplinary team, coordinate the nutrition services program in accordance with Head Start Program Performance Standards and other pertinent federal, state, and grantee guidelines.

**Qualifications:**

**Education/Certification:**  
Master's degree from an accredited university in Food and Nutrition, Dietetics, Home Economics, Food Service Management, Community Nutrition or related field

**Special Knowledge/Skills:**  
Ability to plan, organize, allocate, and control substantial resources  
Strong written and verbal communication skills  
Proficient in the use of computers and a variety of software, including Microsoft Word, Excel, PowerPoint, and Access

**Experience:**  
A minimum of three to five years of nutrition related experience

**Hours:**

**Salary:** \$46,865 - \$57,504

**Send your resume and cover letter to:** [www.hcde-texas.org](http://www.hcde-texas.org)

**Attn:** Kris Duke

**Address:** 6300 Irvington Blvd.

**City, State, Zip:** Houston, TX 77022-5618

**Telephone:** 713-694-6300

**Fax:**

**E-mail Address:** [kduke@hcde-texas.org](mailto:kduke@hcde-texas.org)

**Application Method Preferred:** on-line application

**Opening Date:**

If your response to this job posting results in successful employment, please email THSA at [webmaster@txhsa.org](mailto:webmaster@txhsa.org) with the hiring details of your new job opportunity. Thank you