

## POSITION VACANCY ANNOUNCEMENT

**Episcopal Diocese of Los Angeles**  
Seeds of Hope  
Nutrition Education Obesity Prevention  
Program Assistant

**Background:** The Episcopal Diocese of Los Angeles (EDLA) is seeking a Program Assistant to assist in the implementation of our Nutrition Education Obesity Prevention (NEOP-LA) project at fifteen Episcopal churches in Los Angeles County. NEOP-LA is a project of the Los Angeles County Department of Public Health (LAC-DPH) conducted by Seeds of Hope (EDLA's food justice program) under contract with the County. The overall goal of the NEOP-LA Project is to empower and enable SNAP-Ed participants and SNAP-eligible populations to select healthy foods and beverages and to increase physical activity. This goal is accomplished through the provision of nutrition education, as well as environmental changes that support healthy choices, availability and affordability of nutritious foods and beverages, and opportunities for physical activity.

**Nature And Purpose:** The NEOP-LA Program Assistant is responsible for assisting the Project Coordinator to engage churches and church leadership that serve predominantly African-American and/or Latino communities (enrolled in SNAP or SNAP-eligible), to provide nutrition education, training, and to empower church leadership and parishioners to influence organizational and systems changes that improve the availability of healthy foods and increase opportunities for physical activity.

**Major Duties and Responsibilities:** (Illustrative Only)

Depending upon assignment(s), duties may include but are not limited to the following:

*Program Assessment:* Conduct a walkability assessment applying Network-approved tools; submit for approval the walkability assessment tool; conduct assessment; collate and summarize results; work with LACDPH to analyze survey results; keep the final walkability assessment tool on file; conduct assessment of foods prepared, provided, and sold at church events applying Network-approved tools; submit for approval the food assessment tool, using the same steps as the walkability assessment; conduct evaluation activities in conjunction with LACDPH staff to assess ReThink Your Drink efforts; participate in process and impact/outcome evaluation efforts; in collaboration with LACDPH, determine and develop a baseline evaluation method appropriate to interventions(s), as well as an evaluation method appropriate to monitor implementation and evaluate outcomes of intervention(s); implement initial method (eg. key informant interview, focus group, policy record) for assessing status of intervention(s) at baseline; implement approved evaluation method to monitor implementation and evaluate outcomes of intervention(s)

*Program Administration:* Keep on file various aspects of the program, i.e. a summary of participation in all required Network sponsored and LACDPH identified trainings, webinars, conference calls, etc. (includes copies of agendas and certificates of completion); the letter of program approval and copy of program engagement plan; a list of church leadership and key contacts; recruitment efforts of 15 churches; church meeting/class agendas and sign-in sheets;

letter of approval for selected strategy(ies) and timeline for improving the quality of foods served at church-related functions and events and physical activity increase opportunities; copies of implemented policies, pictures etc. of 15 - 20 healthy environmental changes at the church; summary of participation in 3-5 nutrition education promotional media events, led by LACDPH (i.e. log of activities participated in); letter of approval for ReThink Your Drink nutrition education activity plan and timeline; copy (ies) of flyers, photos, press releases etc.; meeting agendas and contact logs of collaborative meetings with other faith-based projects and neighborhood organizations and schools to support and advance healthy changes as identified by LACDPH; technical assistance log to each church site

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*Other Duties:* Complete Activity Tracking Form to be submitted monthly to LACDPH; Complete summary of participation, case study/narrative, and monthly reports of Communities of Excellence in Nutrition, Physical Activity, and Obesity Prevention (CX3) assessment and/or program implementation

**Relationships:** The Program Assistant will report to the Program Coordinator. The Program Assistant will maintain communication and working relationships with the Seeds of Hope Executive Director, Communications Coordinator, accounting department, parish clergy and staff, LAC-DPH personnel, and other colleagues.

**Education And Experience:**

- Bachelors Degree in Related Field (Nutrition, Dietetics, Public Health, Public Policy, Administration)
- Master of Public Health a Plus
- 0-2 years in Public Health Administration setting
- Excellent Written and Oral Communication Skills
- Data Collection and Analysis Experience a must

**Additional Desired Attributes:**

- Bilingual with Spanish and English strongly preferred
- Training and Experience in Gardening

**Salary:** Commensurate with applicable experience and professional qualifications. \$2,800 – \$3,083 per month.

**Benefits:** EDLA offers comprehensive benefits including twenty-two days paid vacation per year, ten days paid sick leave per year, and approximately thirteen paid holidays per year. A variety of employer-paid health and dental insurance plans are available along with life, disability, and salary continuation insurance. EDLA also offers a 9% employer-paid pension contribution.

**How To Apply:** To be considered, applicants must electronically submit the following to [talderson@ladiocese.org](mailto:talderson@ladiocese.org):

- Cover Letter
- Curriculum Vitae or Resume.
- List of potential references (a minimum of three (3) and a maximum of six (6) names, current addresses, phone numbers and email addresses). Please do not send letters of reference. If you are selected for an interview, we will contact your references.

**Closing Date:** To assure full consideration, application packets must be received by January 31, 2013 (open until filled).

**For information regarding this position, contact:**

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Program Coordinator  
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The Episcopal Diocese of Los Angeles is an equal opportunity employer.