



EMPLOYMENT OPPORTUNITY

Position Title: Nutrition Program Coordinator

Location: Siksika Board of Education (Various School Sites)

Employment Type: Full-Time, One-Year Contract

About the Role

The Siksika Board of Education is seeking a culturally grounded and organized individual to coordinate school nutrition services across our education system. This role supports student wellness, food literacy, and food sovereignty through daily meal provision, land-based learning, and community partnerships.

We are currently assessing team needs and welcome candidates with a passion for nutrition, education, and Indigenous foodways. This position is available immediately and will remain open until filled.

What You'll Do:

- Develop and maintain culturally responsive meal plans aligned with Alberta Nutrition Guidelines
- Coordinate food ordering, delivery schedules, and inventory tracking
- Support food safety protocols and compliance with Alberta Health Services regulations
- Integrate traditional Siksika foods and foodways into program delivery
- Collaborate with Elders, Knowledge Keepers, and community partners for seasonal food activities and land-based learning
- Communicate nutrition plans and cultural food activities to families and the broader community
- Work alongside Nutrition Support Workers to ensure smooth daily operations
- Provide informal guidance and support on food handling and cultural protocols
- Support classroom-based food literacy initiatives, student-led garden projects, and cooking classes
- Track student participation, food waste, and program outcomes
- Maintain accurate records and contribute to annual program reviews

What You Bring:

- Clear Criminal Record Check (Vulnerable Sector) and Child Intervention Record Check
- Diploma or certification in Nutrition, Culinary Arts, Indigenous Studies, or related field (asset)
- Experience managing or coordinating school or community food programs (preferred)
- CPR/First Aid and Food Safety certification (required)
- Understanding of Siksika food traditions, cultural protocols, and community values
- Familiarity with Alberta Nutrition Guidelines for Children and Youth
- Strong organizational and collaborative skills
- Basic computer literacy (email, spreadsheets, reporting tools)
- Valid driver's license and reliable transportation
- Ability to lift, move equipment, and perform physically demanding tasks
- A commitment to teamwork and supporting a healthy school environment

How to Apply:

Please send your resume by email and include “**Nutrition Program Coordinator**” in the subject line.

Email: workwithus@siksikaboardofeducation.com

We kindly ask that all questions be directed by email. We're not able to respond to phone inquiries at this time.

Application Deadline: September 17, 2025