



# Lewis County Employment Opportunity

Department: **Public Health & Social Services**

Position: **WIC Program Manager or WIC Program  
Manager without RD License**

Who May Apply: **Any Qualified Applicant**

Employment Status: **Regular Full-Time**

Salary Range: **Grade 125: \$6,106 - \$8,214/mo. (DOQ)**  
**Grade 124: \$5,837 - \$7,846/mo. (DOQ)**

Posting Opens: **March 5, 2025**

Posting Closes: **Open Until Filled**

First Review: **March 24, 2025**

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## DEPARTMENT / OFFICE

This position is with the Public Health & Social Services Department, located at 360 NW North Street, Chehalis, WA 98532.

## POSITION SUMMARY

As the WIC Program Manager, you will lead a team of WIC and Breastfeeding Peer Counseling staff who are creative, innovative, passionate about maternal and child nutrition, and seek to make a difference in Lewis County. This is your opportunity to shape a program designed to influence a lifetime of positive nutrition and health behaviors by planning, organizing, directing and coordinating all activities of the WIC program and collaborating with other County programs and community partners. You will also provide direct client services including nutritional counseling and education.

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## HOW TO APPLY

Application materials and job description are available online at <https://jobs.lewiscountywa.gov/>.

All application materials must be received in the Public Health & Social Services Department.

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Applicants with disabilities who need accommodation with the application and/or selection process should contact the ADA Coordinator, Human Resources at 360-740-1408 or 740-1480 TTY.

*Lewis County accepts no responsibility for completeness of applications. Application materials received by Lewis County become the property of the County.*

*Note: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.*

## WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications and can perform the essential functions and possesses the knowledge, skills and abilities as identified in the job description.

## MINIMUM REQUIREMENTS

### WIC PROGRAM MANAGER:

- ▶ Bachelor's Degree in Nutrition, Public Health, Public Administration, or related field
- ▶ Three (3) years of experience in public health nutrition
- ▶ Valid Driver's License
- ▶ Must possess a Registered Dietitian License from the Washington State Department of Health
- ▶ International Board-Certified Lactation Consultant certification or completion of a state-approved lactation management program is required within six months of hire.

### WIC PROGRAM MANAGER WITHOUT RD:

- ▶ Bachelor's Degree in Nutrition, Public Health, Public Administration, or related field
- ▶ Three (3) years' experience in public health
- ▶ Valid Driver's License
- ▶ International Board-Certified Lactation Consultant certification or completion of a state-approved lactation management program is required within six months of hire.

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## APPLICATION REQUIREMENTS

Please include the following documents as an attachment to your application:

- ✓ **Lewis County Employment Application**
- ✓ **Authorization to Release Information**
- ✓ **Cover Letter**
- ✓ **Resume**

*Note: ALL sections of the application must be complete. "See resume" is not acceptable.*

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*Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.*