Contract Position to Support the Nutrition Evidence Library

The position is located in U.S. Department of Agriculture (USDA), Food, Nutrition Services (FNS), Center for Nutrition Policy and Promotion (CNPP), Office of Nutrition Guidance and Analysis (ONGA). The Nutrition Evidence Library (NEL) is the research synthesis and analysis component of CNPP and conducts systematic reviews, published on the Nutrition Evidence Library (NEL) website (www.nel.gov), to inform Federal food and nutrition policy and programs, such as the Dietary Guidelines for Americans, nutrition education initiatives, and nutrition assistance programs.

Knowledge of the Dietary Guidelines and public health nutrition and/or experience with conducting or reviewing food- and nutrition-related research is preferred. Experience in coordinating multiple complex tasks, managing projects, and facilitating expert groups is also desired. Candidates should have strong written and oral communication skills and should be able to work independently and as part of a team.

Duties of Position:
This request is for one contract position in CNPP. It is geared toward an individual who has knowledge in developing or has contributed to forming evidence-based national nutrition recommendations or policy like the Dietary Guidelines for Americans. The Contractor would report directly to the Director of the Office of Nutrition Guidance and Analysis and work as part of the Nutrition Evidence Library team. Main duties would consist of assisting in the process of conducting systematic reviews that can be used to inform national policy on Federal dietary guidance. This will involve collaboration within the CNPP team and with HHS colleagues to ensure that a sound framework is initiated and adhered to, that assistance is provided to support external scientific experts (e.g., the Dietary Guidelines Advisory Committee), that coordination and assistance for required research syntheses are provided, as well as assistance in preparing presentations, reports, talking points, and management and analysis of public comments that are received.

The Contract employee will:
- Work closely with the Office Director and will be part of the Nutrition Evidence Library Team.
- Provide technical and management support as determined by the Project Lead.
- Work with Nutrition Evidence Library Team and external scientific experts whose main responsibility it is to review the scientific evidence that will ultimately inform Federal dietary guidance.

Requirements:
A minimum of a Master’s degree in Nutrition, Dietetics or related Public Health field from an accredited school is required. Contractor will work eight (8) hours per day (excluding 30 minutes for lunch), Monday through Friday excluding Federal Holidays, weekends, and days when the office is officially closed. The duty location shall be: USDA/Center for Nutrition Policy and Promotion, 3101 Park Center Drive, Room 1034, Alexandria, VA. Some opportunity for telework may be available. All inquiries and resumes should be sent to Jobs@Panum.com.