



The Center for Nutritional Psychology (CNP)

Volunteer Positions 2021

Please complete an application and submit to editor@nutritional-psychology.org

The following volunteer positions within CNP provide professionals with a venue for professional expression, contribution, and leadership aimed towards developing and advocating for the field of Nutritional Psychology.

Because these positions are unpaid, every effort is made to keep the workload low. All positions are for a 1-year voluntary term. In order to maintain their position and title for the full term, the individual will be expected to fulfill their position duties as outlined below with thoroughness, competency, and consistency. Failure to do so for two consecutive months may result in early release from volunteer duties.



CNP Thought Leaders (multiple positions available)

Workload expectation: 5 hrs/month

Position duration: 1 year

Background requirements: *published work, leadership and demonstrated vision in areas supporting the development of Nutritional Psychology.* These positions are reserved for individuals who have made major professional, academic, educational, and/or clinical contributions to a field closely related to Nutritional Psychology.

This position includes:

- Participating in discussions around the conceptualization of the field of NP related to CNP's mission, definition, and advocacy goals;
- Communicating thoughts and ideas that foster the development of CNP;
- Providing knowledge of collaborative opportunities that benefit the growth of CNP and the field of NP.



CNP Chief Editor (CE) (position filled)

Workload expectation: 30-40 hrs/week

Position duration: as needed

Background requirements: *Ph.D., R.D., or M.S. with published research experience, demonstrated leadership in an area of science and/or development of the field of NP, background in psychology, nutrition, and/or education; professional editorial and review experience, attention to detail, ability to communicate effectively with multiple professionals and organizations.*

This position includes:

- Managing development, conceptualization, and vision of CNP
- Executing CNP mission goals and all minutia required to achieve them
- Accepting responsibility for all content published on the CNP website including its appropriateness, consistency, and quality as fitting within the CNP mission and scope
- Coordinating CNP volunteer positions

- Managing CNP website development



CNP Editors (multiple positions available)

Workload expectation: 10-12 hrs/month

Position duration: 1 year

Background requirements: Ph.D., R.D., graduate degree, or professional credential with published work experience. Demonstrated leadership skills, background in psychology, nutrition, education, and or related field. Previous editorial or reviewer experience is a plus. Attention to detail, ability to communicate effectively with others, openness to receiving/providing direction/feedback, problem solving and positive conflict resolution skills.

This position includes:

- Reviewing CNP online content for editorial, conceptual, grammatical, and content errors;
- Reviewing scientific research studies, articles and media for inclusion on the CNP website;
- Assisting the Chief Editor with managing the CNP Resource Library (identifying information and articles for inclusion on the site, editing content, and reviewing for conceptual appropriateness); **identifying at least 2 scientific studies and 2 news articles per month for inclusion on the website;**
- Authoring **2 Contributor Summaries** (1,000 word study summary) **per year;**
- **Managing the “Contributor Submissions” section of the website** (reviewing, accepting/rejecting Contributor submissions, communicating with authors, editing final content, etc.)



CNP Nutritional Psychology Methodology Development (8-10 hrs/month) (multiple positions available)

Background requirements: Ph.D., R.D., M.D., graduate degree or professional credential with published work experience. Demonstrated leadership skills, background in psychology, nutrition, education, and or related mental health science.

This position includes:

- Working with the CNP Chief Editor and co-methodology developers to legitimize the field of Nutritional Psychology through developing methodology that meets academic, professional and scientific standards commensurate with other established fields.
- Ability to critically evaluate the methodology development in a way that upholds scientific and research methodology standards while demonstrating the creativity and foresight that is involved with developing a new field.



CNP Nutritional Psychology Curriculum Development (8-10 hrs/month) (multiple positions available)

Background requirements: Ph.D., R.D., graduate degree or professional credential with published work experience. Demonstrated leadership skills, background in psychology, nutrition, education, and or related mental health science. Demonstrated previous experience in curriculum development or course writing with demonstrated vision for the field of Nutritional Psychology. Previous teaching experience beneficial.

This position includes:

- Utilizing background in psychology and nutrition to develop university-level course curriculum in

Nutritional Psychology;

- Consolidating research findings, incorporating methodology, editing, and excellent graduate-level writing skills that incorporate research and applied findings.



CNP Nutritional Psychology Textbook Development (Invitation only, multiple positions available)

***Background requirements:** Ph.D., R.D., graduate degree or professional credential with Curriculum and/or textbook development experience. Demonstrated leadership skills, background in psychology, nutrition, education, and or related mental health science. Demonstrated previous experience in curriculum development or course writing with demonstrated vision for the field of Nutritional Psychology. Previous teaching experience beneficial.*

This position includes:

- Utilizing background in psychology and nutrition to develop the first textbook in Nutritional Psychology
- Writing, editing, translating consolidated research into applied education
- Following CNP Editor textbook outline to create content that includes topic development, exercises, exams, etc.



CNP Scientific Reviewers (multiple positions available)

Workload expectation: 4-6 hrs/month

Position duration: 1 year

***Background requirements:** Graduate degree or higher, and demonstrated interest in a designated NP content area. This position involves championing a designated NP content area and serving as the main identifier of research studies, articles and content for inclusion in this area of the CNP Resource Library. Access to extended search databases, e.g., PsychInfo, Medline, etc. is a plus.*

This position includes:

- *Searching scientific databases or connect with colleagues to identify research studies related to the NP defined content areas;*
- Identifying, reviewing, and submitting at least **4 links to newly identified up-to-date peer-reviewed research studies per month** for inclusion in the CNP Resource Library (CNPRL). Attention should be paid towards finding studies that: 1) have not already been included in the CNPRL, and studies that fit within the Nutritional Psychology categories as defined by CNP (i.e., cognitive, behavioral, perceptual, psychological, and psychosocial). Proposals for new categories (i.e., diet and cancer) are appreciated and should be directed to chief editor;
- ‘Shepherd’ and build your research category representation. Assure quality of the studies in the section, and include a breadth of studies within that content area to build a complete picture of findings in this research area.
- If identified content is accepted and published on CNP website, reviewing post-publishing to assure quality control.
- Provide content for 2 SM posts per month in your area of specialty.



CNP Professional Reviewer (multiple positions available)

Workload expectation: 4-6 hrs/month

Position duration: 1 year

Background requirements: Undergraduate degree or above, or demonstrated expertise in an NP-related content area. This position involves identifying quality articles, applied and professional content for consideration by the CNP chief editor for inclusion in the CNP Resource Library. This position is for professionals in applied disciplines, e.g., health coaching, adolescent counseling etc. may hold reviewer positions in areas not relying so heavily on research skills, rather applied experience.

This position includes:

- Searching scientific databases to identify research studies related to the NP defined content areas,
- Identifying, reviewing and providing links to at least **4 highly related research studies (2017 or more current (and not already included in the CNP research libraries), or news articles per month** for inclusion in the CNP Resource Libraries or news page;
- Review media content that is accepted and published on CNP website that may be in your area of specialty, reviewing post-publishing content in your area to assure quality control.
- Provide content for 2 SM posts per month in your area of specialty.



CNP Content Developer (multiple positions available)

Workload expectation: 4-6 hrs/month

Position duration: 1 year

Background requirements: Demonstrated interest in and understanding of NP, ability to develop ideas/concepts to fruition, communicate ideas effectively to chief editor. Example ideas would be to develop a section in the resource library on the role of maternal diet on child mental health, or a section on the parent page for college students).

This position includes:

- Conceptualizing, proposing, developing, and seeing to fruition 1 new content area related to Nutritional Psychology for inclusion on CNP website every three months.
- Managing this content area (suggesting the addition and deletion of articles as they become obsolete, irrelevant, outdated, and providing new studies and articles)
- Provide content for 2 SM posts per month in your area of specialty.



CNP Applied Content Developer (multiple positions available)

Workload expectation: 4-6 hrs/month

Position duration: 1 year

Background requirements: Demonstrated interest in and understanding of an element important to or related to NP, ability to develop ideas/concepts to fruition, communicate ideas effectively to chief editor. Example ideas would be to develop a section in the resource library on the role of cooking in child future mental and physical health).

This position includes:

- Conceptualizing, proposing, developing, and seeing to fruition 1 new applied content area related to Nutritional Psychology for inclusion on CNP website every three months.
- Managing this content area (suggesting the addition and deletion of **applied** articles as they become obsolete, irrelevant, outdated, and providing new articles and content)
- Provide content for 2 SM posts per month in your area of specialty.



CNP Applied Science Blogger (multiple positions available)

Workload expectation: 4-6 hrs/month (~ one 1-2k word blog post/month)

Position duration: 1 year

Background requirements: Undergraduate degree or above, or demonstrated expertise in an NP-related content area. This position requires experience in reading and understanding original research published in the field of psychology or nutrition and writing blog posts on applied topics (i.e., relationship with food, intentional eating, dieting mentality, etc) to educate the public, students, and professionals in how nutrition affects our mood, behavior, and mental health.

This position includes:

- Identify a highly interesting and informative research study OR relevant applied issue you feel would be of great interest to the CNP audience.
- Write ~1000 word blog post that 1) accurately summarizes the research study and/or scientific concept(s) being addressed 2) in an applied format that makes it relevant/actionable for the reader's life.
- Work with other CNP team members to edit and approve final blog post.



CNP Parent Article Contributor (multiple positions available)

Workload expectation: 4-6 hrs/month

Position duration: 1 year

Background requirements: Demonstrated interest in areas related to NP, ability to provide links to news articles suitable for inclusion in the "Article" section of the CNP Parent resource library. These articles should meet CNP submission criteria and ideally are in your area of expertise.

This position includes:

- Identify **3** high-quality pre-existing articles for inclusion on the CNP website every month. Article Contributor should vet articles for accuracy, quality, bias, and are subject to Editor review for placement on the CNP website.
- Providing content for **1 Social Media post** per month on a topic relating to content area (in this case related to parenting).
- Work with CNP Editor to learn style and appropriateness of articles for posting on CNP website.

- Provide content for 2 SM posts per month in your area of specialty.



Operations Manager (filled) (multiple positions available)

Workload expectation: ~20 hrs/month

Position duration: 1 year

Background requirements: Interest in conducting administrative and organizational tasks for CNP.

This position includes:

- Assist in designing administrative and organizational materials
- Construct PowerPoint slides (information provided)
- Developing form letters,
- Constructing general communications
- Assist Newsletter Developer and Media



Newsletter Developer/Manager (multiple positions available)

Workload expectation: 4-6 hrs/month

Position duration: 1 year

Background requirements: Ability to organize information

This position includes:

- Conceptualizing and developing an online newsletter
- Working with other team members to develop a plan to construct quarterly information



CNP Diet-Mental Health Break Contributor (multiple positions available)

Workload expectation: 4-6 hrs/month

Position duration: 1 year

Background requirements: Demonstrated interest in and understanding of NP, ability to develop ideas/concepts to fruition, communicate ideas effectively to chief editor. Position involves developing material for inclusion in the **CNP Diet Mental Health Break Series**. These DMHBs are scheduled to appear once per month. Ability to identify relevant research topics, turn them into <2 min scripts that will be provided to Editor for review, then passed to CNP animators for conversion to animation (balance of science tone with appeal to viewership).

This position includes 1 deliverable every three (3) months (4 per year):

- Identify a highly interesting and informative research study you feel would be of great interest to the CNP audience, and appropriate for transforming into a CNP Diet-Mental Health Break.
- Present this study to chief editor for approval;
- Once approved, read this study thoroughly and understand its elements thoroughly.
- Based on this understanding, write a text script explaining it that is ~250 words. Caution to avoid plagiarism (must be constructed as a new summary in your own words), writing with a tone of science

- first and interest/appeal second.
- Submit to CNP editor for editing and approval. Once approved, the editor will pass the script on to CNP animators for conversion into an animated DMHB. Your contribution for this three month time period will be complete until you prepare your next submission (4 per year total).
 - “Thanks to CNP Contributor Sarah Doe for preparation of this month’s DMHB” (or something similar) can be included in the DMHB’s contributed by you.



Director of Social Media (filled)

Workload expectation: up to 40 hrs/month
Position duration: 1 year

Background requirements: *Demonstrated interest in NP, previous experience with social media management, attention to detail, familiarity with basic graphic design platforms (i.e. Canva), ability to communicate effectively*

This position includes:

- Building and managing a social media presence for CNP.
- Managing presence on all forms of social media including IG, FB, YT, Twitter, LinkedIn, etc.
- Working with Chief Editor to assure CNP branding, coherence, etc.



Assistant to the Director of Social Media (1 position available)

Workload expectation: 4-6 hrs/month
Position duration: 1 year

This position includes:

- Supporting the Director of Social Media in requested capacities
- Taking on one SM area and doing it well: creating ‘stories’ or highlights for posting on social media or another compartmentalized task.



Editorial Assistant (position filled)

Workload expectation: 4-6 hrs/month
Position duration: 1 year

This position includes:

- Proof-reading content created by CNP for accuracy, and is free of spelling and grammatical errors, typos, etc.
- Making sure CNP content meets ‘publishing-ready’ standards.
- Identifying and correcting inconsistencies in CNP-generated content.



Director of Student Advocacy for Educational Programs in Nutritional Psychology (filled)

Workload expectation: 4-6 hrs/month

Position duration: 1 year

Background requirements: Bachelor's degree or above, demonstrated interest in NP, strong written and verbal communication skills, attention to detail, comfort with presentation creation and public speaking is a plus.

This position includes:

- Consolidating survey from the CNP website
- Turning this information into outreach documents that can be used to reach out to organizations, universities, and institutions for consideration in including/developing NP programs;
- Developing outreach materials based on these website findings;
- Investigating barriers and opportunities to NP curriculum college and university entry;
- Developing contacts with educators, professors, educational institutions, and educational administrators with the goal of developing future inclusion of NP within their curriculum;
- Communicating with colleges and universities wishing to obtain information or collaborate with CNP



Director of Advocacy (1 position available)

Workload expectation: 6-8 hrs/month

Position duration: 1 year

This position includes:

- Serving in a role that advocates the development of CNP/NP's Mission Goals to other organizations, universities, and institutions;
- Developing outreach materials;
- Investigating barriers and opportunities;
- Developing contacts with educators, professors, educational institutions, and educational administrators with the goal of developing future inclusion of NP within their curriculum;
- Communicating with organizations wishing to obtain information or collaborate with CNP