



## BUILDING A HEALTHY AND HUNGER-FREE TULARE COUNTY

### Nutrition Education Coordinator

- **FULL-TIME (40 HRS/WK), SOME WEEKENDS AND EVENINGS**
- **\$22/HR.**
- **LOCATED IN EXETER, CA, TRAVEL TO EDUCATION SITES, REMOTE WORK AVAILABLE**
- **REPORTS TO THE EXECUTIVE DIRECTOR OF FOOD SYSTEMS**

#### **ORGANIZATIONAL DESCRIPTION**

FoodLink for Tulare County has been the local, independent food bank for over 40 years. Every year, FoodLink distributes millions of meals to over 70 food pantries, schools, and organizations throughout Tulare County, providing food to seniors, children, individuals and families in need. In addition, FoodLink's diverse programs in nutrition education, food waste recovery, community empowerment, advocacy, and food systems change all work together towards a healthy and hunger-free Tulare County.

#### **MISSION STATEMENT**

FoodLink is committed to promoting equitable and dignified access to nutritious, healthy food while also addressing the root causes of hunger through education, advocacy, and food systems change.

#### **ORGANIZATIONAL VALUES**

Trust, Collaboration, Respect, Compassion, Food with Dignity.

#### **POSITION DESCRIPTION**

The Nutrition Education Coordinator has the opportunity to coordinate and build on FoodLink's nutrition programs and co-create healthier habits and futures with low-income families by improving nutrition, decreasing malnutrition-related disease, and inspiring community advocacy. This individual will lead education programs with CalFresh eligible and participating individuals at food bank distribution sites, food pantries, local community and faith based organizations, community events, and other sites in an effort to promote positive behavioral change around nutrition. Individual will prepare nutrition education curriculum and other educational materials for dissemination, oversee scheduling of all nutrition education activities, evaluate and expand programs, and ensure timely reporting to the proper grantors and agencies. The Coordinator will also be collaborating with DEEP Roots program staff to support its food systems efforts as they relate to nutrition, cooking, gardening, food preservation, etc.

This position combines duties and time in the field and in the office, so applicant must be friendly, outgoing, collaborative, comfortable speaking in front of large groups, fluent in reading, writing, and speaking both English and Spanish, and enjoy cooking and creating healthy recipes.

## ESSENTIAL DUTIES & RESPONSIBILITIES

- Respectfully represents FoodLink and its programs at all times.
- Lead and teach nutrition education programs under supervision of the Executive Director.
- Coordinate with partners and sites to schedule nutrition classes.
- Coordinate Nutrition Education and Obesity Prevention (NEOP) program.
- Conduct outreach to promote participation in sessions.
- Create, research, and implement nutrition curriculum, including curriculum based on USDA approved materials and standards.
- Utilize and research online tools and nutrition information.
- Create and conduct evaluation components of nutrition education sessions.
- Track sessions offered and any required participation data.
- Cultivate enthusiasm and grow volunteer support for nutrition related classes and work.
- Maintain meticulous documentation of services provided and prepare necessary quarterly reports and reimbursements.
- Collaborate with staff for social media and online communications to increase program participation.
- Create, plan and implement Nutrition Education and CalFresh outreach material distribution.
- Prepare correspondence, tracking, reports, forms, and schedules in a timely manner.
- Prepare and help distribute produce, nutrition education materials, and tastings at Nutrition on the Go distributions, community events, pantries, and classes.
- Create and cook CalFresh approved recipes for demonstrations, tastings, and classes.
- Maintain a safe, organized, and clean work environment, including kitchen inventory and equipment.
- Coordinate and oversee annual Food Day event.
- Provide nutrition education content for FoodLink's social media and YouTube channels.
- Collaborate with DEEP Roots program staff to develop and implement nutrition related food systems programming, including garden education, food preservation workshops, and other relevant events.
- Develop and maintain a positive work environment, communicating with all FoodLink team members and volunteers in a collaborative and respectful manner.
- Communicate effectively and respectfully with community members and partners, being sensitive to vulnerable populations from different ethnic, racial, and cultural groups, and those from diverse backgrounds and lifestyles.
- Communicate effectively in writing (English and Spanish), preparing clean and professional online and print materials, free of spelling and grammar errors.
- Uphold the FoodLink values of trust, collaboration, respect, compassion, and food with dignity at all times and in all venues, including online.
- Willing to work evenings and some weekends.
- Other duties as assigned.

## **QUALIFICATIONS & REQUIREMENTS:**

- Must be 18 years or older
- Valid California Driver's License
- At least 2 years of college coursework in the field of nutrition, social services, education, or equivalent; BA preferred
- At least 1 year of educational experience in a classroom, non-profit, or community setting working with low-income residents
- Fluent in reading, writing, and speaking English and Spanish
- Able to work well collaboratively as a team member, as well as individually on specific program tasks and projects
- Comfortable using G suite, Microsoft Office, and other online applications
- Basic cooking and nutrition skills and knowledge
- Excellent time-management and organizational skills
- Ability to teach and disseminate information in many formal and informal settings
- Commitment to FoodLink's core values of trust, collaboration, respect, compassion, and food with dignity.
- Ability to plan and prioritize tasks
- Ability to work and interact well with individuals (staff, volunteers, and community members) from a variety of socioeconomic backgrounds in a culturally diverse environment
- Maintain confidentiality and discretion of sensitive information
- Creative with food and enjoys cooking
- Exhibit a strong work ethic, honesty and integrity in all aspects of the position and in carrying out job duties
- Maintain a respectful demeanor when representing FoodLink in the community
- Detail-oriented, efficient and organized
- Basic filing and record-keeping abilities
- Strong follow-through to complete daily tasks
- Flexible and helpful—able to change plans, identify needed work, and adjust tasks as needed to manage time effectively and efficiently
- Provides services with dignity, including services to coworkers and volunteers, customers, clients, and vendors without regard to race, creed, color, sex, or familial status
- Exhibits conscientiousness toward time, schedule, and resources available at FoodLink

## **PHYSICAL DEMANDS**

- Regularly required to stand, walk, reach, use hands
- Able to lift and carry up to 20 lbs
- Regularly required to get in and out of trucks and drive
- Occasionally required to stoop, kneel, and crouch
- Requires outdoor work, sometimes in adverse weather conditions

**POSITION DETAILS**

- Full-time (40 hrs/wk), some weekends and evenings,
- \$22 hr
- Located in Exeter, Ca, with some remote work available
- Reports to Co-Executive Director of Food Systems
- Immediate sick leave; health, dental, vision benefits, retirement, life insurance, and vacation after 6 months
- To apply, please send resume with references to [nicole.celaya@foodlinktc.org](mailto:nicole.celaya@foodlinktc.org).

**Certification:**

By signing below, I hereby acknowledge receipt of this job description. I have been allowed to ask and have received answers to any questions I had regarding the job description. I fully understand this job description. I understand that my employer may revise this job description at his/her discretion, at any time. Furthermore, I also understand that my employer may assign additional job duties as needed.

*If applicable, please list any accommodations that would be necessary to enable you to perform the essential functions of the position:*

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I certify that I am fully qualified to perform the position described and can, with or without accommodation, perform the essential functions of the position. I also understand that employment with the Organization is considered “at-will”. As an at-will employee, neither I nor the Organization is committed to continuing the employment relationship for any specific term. Either I or the Organization may terminate the employment relationship at any time, with or without cause and with or without notice.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FoodLink for Tulare County is an equal opportunity employer and does not and shall not discriminate on the basis of race, color, religion, creed, gender, gender expression, age, housing status, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services, Additionally, we will not discriminate against any employee, volunteer or client engaging in civil rights activities. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and vendors.