



Job Description

Job Title:	Nutrition Education Coordinator
Classification:	Full-time, Non-Exempt
Department:	Agency Relations & Nutrition Services
Reports to:	Nutrition Services Manager
Location:	Boise, Idaho
Supervisory Role:	2-10 volunteers, university interns

Job Summary:

The Nutrition Education Coordinator is a position designed to support the goals and objectives of The Idaho Foodbank's Nutrition Education Program, Cooking Matters, through program delivery. This individual will work under the supervision and guidance of the Nutrition Services Manager, and VP of Community Partnerships and Programs. The Nutrition Education Coordinator is responsible for the oversight of statewide nutrition education programming and the mentorship of Nutrition Education Specialists across the state. Additionally, this position is responsible for the coordination and implementation of nutrition education classes in Southwest Idaho. Duties and responsibilities are subject to change in order to meet the needs of current and future program demands, fulfilling the immediate and growth needs.

Principle Duties and Responsibilities:

Nutrition Education

- Work with Nutrition Services Manager and other staff to implement a volunteer-based learning program to deliver hands-on cooking and nutrition education to low income community members
- Align statewide program processes and procedures to ensure consistent program operation and implementation
- Conduct outreach to potential new host agencies, as appropriate
- Facilitate regional implementation and expansion of Cooking Matters programming (including Cooking Matters at the Store tours) by fostering community partnerships with schools and service agencies
- Meet annual program implementation and/or expansion goals
- Follow regularly updated policies, procedures, and curriculum to reflect current program standards
- Foster an inclusive, safe and fun learning environment for volunteers and class participants
- Maintain program calendars, host agency files and volunteer service records
- Respond to agency requests for programming, scheduling class series as appropriate
- Coordinate and maintain inventory of program equipment
- Provide support to program partner agencies in the form of information, advice & materials / supplies as available
- Develop and maintain strategic relationships within the professional community to increase the visibility of the Cooking Matters program and The Idaho Foodbank
- Work with various media outlets to promote The Idaho Foodbank and the Cooking Matters program
- Provide input and expertise regarding menu planning for other Nutrition Services programs
- Other duties as assigned

Community Volunteer & Partner Outreach

- Conduct outreach, orientation and training programming for potential volunteers, existing volunteers and program interns
- Supervise and recognize program volunteers
- Inform and encourage program volunteers to participate in the full scope of stakeholder opportunities – cross-volunteering, events, advocacy or financial contribution
- Encourage and acknowledge partner agencies that take on responsibility for hosting nutrition classes or workshops

- Train partner agency staff as needed on nutrition related topics, such as food preparation and merchandising
- Train partner agencies to implement nutrition education at their facility
- Increase awareness of the relationship between hunger, obesity and overall health in the community through presentations

Program Reporting and Compliance

- Submit monthly, quarterly and annual reports as requested to Nutrition Services Manager, in a manner approved by Share Our Strength
- Conduct site monitors of program partners to ensure compliance
- Assure program operation targets and meets the needs of low income populations as defined by Share Our Strength
- Complete per-course participant spreadsheet and database entry in a manner approved by the Nutrition Services Manager and Share Our Strength

Knowledge, Skills and Abilities:

- Must have excellent organizational, project management and evaluation, problem-solving, and conflict resolution skills.
- A Bachelor's Degree or equivalent experience in nutrition, nutrition education or dietetics. Registered Dietician or R.D. licensure eligibility strongly preferred.
- Commitment to serving low income individuals and families.
- Must possess excellent communication skills, both orally and in writing. Ability to make presentations and develop reports that may include technical information.
- Skilled in training and/or facilitation of meetings.
- Ability to manage multiple projects with attention to detail, ability to, maintain focus, meet deadlines and produce accurate work.
- Proven competencies in Microsoft Office products, including internet, Word, Excel, Outlook, PowerPoint and standard office equipment.
- Ability to work independently and as part of a team.
- Frequent day travel required within counties served by program. Occasional overnight travel may be required to branch locations, as well as yearly national training attendance.
- Have a clean, professional appearance.
- Must have a valid Driver's License, access to an automobile with current auto insurance and be able to provide an acceptable Motor Vehicle Record.
- Must be able to pass ServSafe Certification.
- Knowledge of food assistance programs, hunger issues, and/or experience with social service agencies preferred.

Working Conditions:

Work is performed in a variety of office and kitchen settings inside and outside The Idaho Foodbank. Employee will use computer and smart phone extensively. Regularly lifts, moves and carries objects of up to 50 pounds, such as food and classroom supplies. Exposure to a variety of foods in residential, community, and industrial kitchens. In a class setting, may stand and work at counters and stoves for extended periods of time. Frequently works outside normal working hours, such as evenings and weekends, and will drive frequently due to work performed in the community. Mileage reimbursement will be provided.

Food Safety:

- Commit to upholding policies, principles and best practices for food safety.
- Understand the personal responsibility to follow all safety policies and health rules, programs and procedures, to report all unsafe acts, environment or behaviors immediately and to always report safety issues, incidents or accidents immediately.

Employment Requirement

- Negative Drug Screen
- Successful Background Clearance

Disclaimer

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give assignments.

This position description excludes the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

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