



Job Description

Job Title:	Nutrition Education Specialist
Classification:	Full-time, Hourly, Non-Exempt, Hybrid Work Schedule Available
Department:	Programs & Partnerships
Reports to:	Nutrition Services Manager
Location:	Meridian, Idaho
Supervisory Role:	NUTRITION EDUCATION Volunteers
Apply:	https://idahofoodbank.org/about/employment/

Job Summary:

The Nutrition Education Specialist is a position designed to support the goals and objectives of The Idaho Foodbank's Nutrition Education Program including nutrition education and interventions with network partners in Southwest Idaho. The Nutrition Education Specialist is responsible for the implementation and coordination of nutrition education programs intended for low-income neighbors and the general public. 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. This individual will work under the supervision and guidance of the Nutrition Services Manager and Programs & Partnerships Director. This position requires regular in-state travel.

Principle Duties and Responsibilities:

External Nutrition Education (80%)

- Work with Nutrition Services Manager and statewide team members to implement a volunteer-driven program to deliver cooking and nutrition education.
- Facilitate regional implementation of nutrition programming by fostering community partnerships with schools and partner organizations.
- Research and build the monthly Nutrition Blogs, quarterly Nutrition Newsletter, and provide monthly nutrition education material for social media.
- Conduct volunteer recruitment, orientation, training, and stewardship programming for potential volunteers, existing volunteers, and program interns.
- Respond to partner requests for programming and schedule classes as appropriate.
- Work with partner network to coach partners towards implementing sustainable nutrition interventions.
- Provide nutrition materials and support to Partner Specialists for the partner network's distribution.
- Develop and maintain strategic relationships within the professional community to increase the visibility of the nutrition education program of The Idaho Foodbank.

Program Development & Administration (20%)

- Oversee inventory of program equipment and gift cards.
- Attend internal local and statewide meetings.
- Maintain program calendars, host partner files and volunteer service records.
- Research, incorporate, and maintain regularly updated policies, procedures, and curriculum to reflect current program standards and food safety expectations.
- Provide internal nutrition education to other Idaho Foodbank team members.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Bachelor's Degree or equivalent experience in education, community health, social work, nutrition or dietetics, culinary arts, and/or food service sales/promotion preferred.
- Must have excellent organizational, project management and evaluation, problem-solving, and conflict resolution skills.

- Commitment to serving low income individuals and households.
- 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.
- Have a clean, professional appearance.
- Must be able to pass a national background check.
- Must be able to pass a pre-employment drug screening.
- Must be able to pass ServSafe Certification.
- Physical job requirements include ability to lift up to 30 pounds.
- Have a valid Driver's License and access to an automobile with current auto insurance.

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 30 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.

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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