



Job Description

Job Title:	Nutrition Education Specialist
Classification:	Full-time, Hourly, Non-Exempt
Department:	Health and Nutrition
Reports to:	Director of Health and Nutrition
Location:	Lewiston, Idaho
Supervisory Role:	Cooking Matters Volunteers
How to 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, Cooking Matters, through program delivery in North Central Idaho. The Nutrition Education Specialist is responsible for the implementation and coordination of nutrition education programs intended for the low-income population 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. In addition, the Nutrition Education Specialist will coordinate The Backpack Program, which provides free nutritious meals to chronically hungry, school-aged children on the weekend, as well as coordinate the School Pantry Program, which offers a food pantry inside the school ground where families can access food in a safe and familiar environment, for the North Central Idaho region. This individual will work under the supervision and guidance of the Director of Health and Nutrition, Branch Manager and Director of Programs and Partnerships.

Principle Duties and Responsibilities:

Nutrition Education

- Work with Director of Health and Nutrition and other staff to implement a volunteer-based learning program to deliver hands-on cooking and nutrition education to low-income community members
- Facilitate regional implementation and expansion of Cooking Matters programming by fostering community partnerships with schools and service agencies
- Meet yearly 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
- Oversee 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
- Other duties as assigned

School Programs

- Oversee distribution, completion, and collection of all program and enrollment paperwork
- Assist in planning distribution allotments for the Backpack and School Pantry programs each school year by identifying low-income schools that are considered high priority for continued service or program expansion
- Provide ongoing communication and customer services to schools regarding their Backpack

and/or School Pantry program operation and distribution needs, while also communicating with the Operations Department to ensure that deliveries are planned in a timely and accurate manner

Community Volunteer & Partner Outreach

- Conduct volunteer recruitment, 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
- Conduct outreach to potential new host agencies, as appropriate.
- 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 safety and meal planning
- Train partner agencies to implement their own nutrition education programs at their facility
- Identify low-income schools for potential Backpack and School Pantry sites while collaborating with the Agency Relations Department to ensure no duplication of community based services
- Increase awareness of hunger and obesity in the community through presentations
- Represent The Idaho Foodbank at meetings or other events as needed

Program Reporting and Compliance

- Conduct site monitors of program partners to ensure compliance
- Assure program operation targets meets the needs of low-income populations as defined by Share Our Strength and The Idaho Foodbank
- Track all nutrition education courses in database in a manner approved by the Director of Health and Nutrition and Share Our Strength
- Ensure school compliance in monthly program reporting
- Administer program surveys; assist in collection and reporting of data

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.

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 education, community health, social work, nutrition or dietetics, culinary arts, and/or food service sales/promotion.
- 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 the program. Occasional overnight travel required to Boise, as well as possible yearly national training attendance.
- 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 provide an acceptable Motor Vehicle Record to meet insurance eligibility requirements.
- 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.
- 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 computers 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.

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.

Equal Opportunity Employer

The Idaho Foodbank is an Equal Opportunity Employer fully committed to attracting and retaining diverse talent. We invest in fostering a diverse work environment that promotes equity and inclusion where our staff and those we serve will be afforded equitable access and opportunities to reach their full potential and feel valued, respected, and supported.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state, or local laws.