



Job Description

Job Title:	Nutrition Education Manager
Classification:	Full-Time, Exempt
Department:	Health and Nutrition
Reports to:	Director of Health and Nutrition
Location:	Meridian, ID or Twin Falls, ID (preferred), Hybrid work schedule
How to Apply:	https://idahofoodbank.org/about/employment/

Job Summary:

The Idaho Foodbank focuses on not just providing food but accessible and nutritious food to those facing food insecurity. The Nutrition Education Manager is responsible for the design, implementation, and oversight of The Idaho Foodbank's nutrition framework and Nutrition Education programming statewide. Under the supervision and guidance of the Director of Health and Nutrition, the Nutrition Education Manager is responsible for the oversight and evaluation of the overall food categorization for The Foodbank and specifically the nutrition education intended for our partners, food recipients, and the general public. This position has a statewide scope of responsibility for three team members as well as a diverse set of volunteers who support nutrition programming.

Responsibilities:

Nutrition framework:

- Provide oversight of the nutritional categories of the products of The Foodbank through routine monitoring and providing insight as needed for food products.
- Manager duties related to planning, as it relates to menu planning including for The Idaho Foodbank's Backpack, School Pantry, Culturally Relevant Food, and specialized programs.

Nutrition Education Programming:

- Manage (planning, budgeting, organizing, implementing, analyzing and improving) the overall nutrition education programming of The Foodbank including curriculum, programming, and relationships.
- Management of the volunteer and coordination of Community Partner engagement and oversight for all aspects of Nutrition Education courses.
 - Develop and maintain strategic relationships within the professional community to increase the visibility of the programs.
 - Work with Community Partners to determine nutrition education needs.
- Work in collaboration with The Foodbank's Marketing and Communication team to provide informative and engaging content including pictures, video, and storytelling.
- Work in collaboration with internal departments to navigate community needs and requests.
- Work with strategically identified local and statewide partners to expand access to nutritional education programming.

Nutrition Education Delivery:

- Based on the overall Nutrition Education plan, provide direct service nutrition education to partners and neighbors in need through onsite instruction and volunteer trainings.
- Specifically work to meet the objectives for the Southcentral region including the Magic Valley area.

General:

- Work with the Food Sourcing and Inventory Control Departments to determine the nutrition categorization and goals.
- Represent The Idaho Foodbank at meetings or other events as needed.
- Other duties as assigned.

Knowledge, Skills and Abilities Required:

- A Bachelor's Degree or equivalent experience in nutrition, nutrition education or dietetics with a Registered Dietician or R.D. licensure.
- Candidate should have at least 3 years of experience managing programs and staff.
- Ability to hire, train, delegate, and motivate a high performing, remotely located staff committed to the mission and values of the Foodbank.
- Teaching/presenting experience to diverse audiences.
- Able to handle multiple priorities and effectively work with a diverse team.
- Excellent organizational skills and project management experience.
- Excellent written and verbal communication skills as well as demonstrated problem-solving and conflict resolution skills.
- Have a valid Driver's License and access to an automobile with current auto insurance, and ability to travel.
- Must be able to pass the Manager's-Level ServSafe Certification.
- Knowledge of food assistance programs, hunger issues, and/or experience with social service agencies preferred.
- Spanish language verbal and written skills preferred

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.

Working Conditions

This work is performed primarily in an office environment while sitting at a computer terminal for extended periods of time. May involve periodic lifting and carrying of items that may weigh up to 50 pounds. May work outside normal working hours and drive own vehicle for various projects.

We may implement additional safety requirements, at our discretion, at any time.

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.