

## Job Description



<b>Job Title:</b>	<b>Nutrition Education Specialist</b>
<b>Classification:</b>	Full-time, Hourly, Non-Exempt, Hybrid Work Schedule
<b>Department:</b>	Health and Nutrition
<b>Reports to:</b>	Director of Health and Nutrition
<b>Location:</b>	Meridian, Idaho
<b>Supervisory Role:</b>	Cooking Matters Volunteers
<b>How to Apply:</b>	<a href="https://idahofoodbank.org/about/employment/">https://idahofoodbank.org/about/employment/</a>

### Job Summary:

The Nutrition Education Specialist supports the goals and objectives of The Idaho Foodbank's Nutrition Education Program, including nutrition education and interventions with network partners in Southwest Idaho. This role implements and coordinates nutrition education programs aimed at low-income neighbors and the general public. Responsibilities may change to meet current and future program demands. Additionally, the Nutrition Education Specialist coordinates the Backpack Program, which provides free nutritious meals to chronically hungry, school-aged children on weekends, and the School Pantry Program, offering convenient access to food for students and their families in schools in the Southwest region. The Nutrition Education Specialist will work under the guidance of the Director of Health and Nutrition and in collaboration with the Director of Programs and Partnerships.

### Principle Duties and Responsibilities:

#### Nutrition Education

- Collaborate with the Director of Health and Nutrition and other staff to implement a volunteer-based program delivering hands-on cooking and nutrition education to low-income community members.
- Develop and maintain strategic relationships within the professional community to raise the visibility of the Nutrition Education Program and The Idaho Foodbank.
- Facilitate the regional implementation and expansion of Cooking Matters programming through partnerships with school and service agencies.
- Follow up-to-date policies, procedures, and curriculum to maintain current program standards.
- Ensure compliance with all safety policies, health rules, and reporting procedures for any safety concerns, incidents, or accidents.
- Conduct volunteer recruitment, orientation, and training on topics such as food safety and meal planning.
- Foster an inclusive, safe, and engaging learning environment for volunteers and participants.
- Maintain program calendars, agency files, and volunteer service records.
- Track all nutrition education courses in a database approved by the Director of Health and Nutrition.
- Research and create monthly nutrition blogs, quarterly newsletters, and social media content.
- Respond to programming requests from partner agencies and schedule class series as needed.
- Support program partners with information, advice, and resources while helping them implement sustainable nutrition interventions.

#### School Programs

- Assist in planning Backpack and School Pantry distribution allotments by identifying high priority, low-income schools for ongoing service or expansion.
- Oversee the distribution and collection of program and enrollment paperwork.
- Maintain ongoing communication with schools regarding their program operation and distribution needs, while coordinating with Operations to ensure timely deliveries.
- Ensure compliance with monthly reporting, administer program surveys, and assist in collecting and reporting data.

## **Knowledge, Skills, and Abilities**

- Bachelor's Degree or equivalent experience in education, community health, social work, nutrition, dietetics, culinary arts, or related fields.
- Strong organizational, project management, problem-solving, and conflict resolution skills.
- Commitment to serving low-income individuals and households.
- Excellent oral and written communication skills, including the ability to deliver presentations and develop reports with technical information.
- Skilled in training and meeting facilitation.
- Ability to manage multiple projects, meet deadlines, and produce accurate work with attention to detail.
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) and use of standard office equipment.
- Ability to work both independently and collaboratively.
- Professional appearance required.
- Must pass a national background check, pre-employment drug screening, and obtain ServSafe Certification.
- Ability to lift up to 30 pounds.
- Valid driver's license and access to a vehicle with current auto insurance.
- Knowledge of food assistance programs, hunger issues, or experience with social service agencies preferred.
- Frequent day travel within service counties and occasional national training may be required.

## **Working Conditions**

Work takes place in various office and kitchen environments within and outside The Idaho Foodbank. The role involves extensive computer and smartphone use. The employee will regularly lift and carry objects weighing up to 30 pounds, such as food and classroom supplies. In class settings, standing and working at counters or stoves for extended periods may be required. Work frequently occurs outside normal working hours, including evenings and weekends. Regular travel within the community is necessary, with mileage reimbursement 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.