

Job Description



Job Title: **Community Health & Nutrition Coordinator**
Classification: Full-time, Hourly, Non-Exempt
Department: Health and Nutrition
Reports to: Regional Director and Director of Health & Nutrition
Location: IFB Lewiston Warehouse
How to Apply: <https://idahofoodbank.org/about/employment/>

Job Summary:

The Community Health & Nutrition Coordinator advances The Idaho Foodbank's mission by leading community health initiatives and strengthening partnerships that promote equitable access to nutritious food and address social determinants of health. This role collaborates with community organizations, healthcare providers, and regional stakeholders to expand the Foodbank's impact while overseeing nutrition education programming and ensuring the consistent, high-quality delivery of classes through volunteers and partner agencies. The coordinator builds community capacity for sustainable health-focused programming, supports cross-sector initiatives, and gathers and elevates neighbor voice to inform program development and improve services. Duties and responsibilities may evolve to meet current and future program priorities.

Principle Responsibilities and Duties:

Community Partnerships and Outreach (60%)

- Develop and maintain strategic regional partnerships with healthcare systems, health districts, and related organizations to promote equitable access to nutritious food.
- Coordinate co-location of services with partner agencies and healthcare organizations to reduce barriers and improve access.
- Collaborate with internal teams and external stakeholders to identify community needs, develop joint initiatives, track engagement, and evaluate outcomes of partnership efforts.
- Support evaluation and data sharing with healthcare systems, school districts, and partner agencies to demonstrate program reach, effectiveness, and community impact.
- Engage with community leaders and organizations through cross-sector initiatives to strengthen collaboration, ensure programs are inclusive and culturally responsive, and support diverse populations.

Nutrition Education Program Delivery (30%)

- Provide regional oversight of nutrition education programming, including Cooking Matters series and focused single classes, ensuring consistency, quality, and alignment with approved curricula and organizational standards.
- Coordinate the scheduling, implementation, and evaluation of nutrition education classes delivered through partner agencies, schools, and community organizations.
- Ensure all nutrition education activities comply with established policies, procedures, safety requirements, and curriculum guidelines.
- Lead and manage a volunteer-led nutrition education model that expands program reach across the region.
- Recruit, train, support, and guide volunteers to deliver nutrition education classes with confidence and consistency.
- Maintain accurate volunteer service records and track program participation, waivers, surveys, and outcomes in the Health & Nutrition database to support reporting on engagement, program impact, and continuous improvement.
- Manage program-related budgets, materials, and instructional resources to ensure efficient and effective use of funds.

- Contribute to monthly nutrition blogs, quarterly newsletters, and social media content to enhance program visibility and community engagement.

Neighbor Voice and Community Insight (10%)

- Gather neighbor voice through surveys, class feedback, conversations, and partner input to understand community needs, preferences, and barriers.
- Elevate community insights to inform program design, delivery methods, and partnership strategies.
- Share community feedback and program outcomes with internal teams to support data-informed decision-making and continuous improvement.

Knowledge, Skills, and Abilities

- Bachelor's Degree or equivalent experience in nutrition, dietetics, community health, social work, education, culinary arts, or related fields.
- Strong organizational, project management, problem-solving, and conflict resolution skills.
- Commitment to serving and fostering a sense of belonging for 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 class facilitation and training.
- 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 statewide 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 occasionally occurs outside normal working hours, including evenings and weekends. Regular travel within the community is necessary, with mileage reimbursement provided.

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.

Organizational Culture

At The Idaho Foodbank, we live our core values of **Belonging**, **Commitment**, and **Collaboration**. We're driven by our mission to nourish, educate, and advocate for food-secure communities. We believe every team member plays a vital, daily role in our mission.

Equal Opportunity Employer

The Idaho Foodbank is an Equal Opportunity Employer committed to fostering a welcoming and supportive workplace. We strive to create an environment where all employees and those we serve feel valued, respected, and empowered to reach their full potential. Our hiring and workplace practices are rooted in merit, fairness, and belonging.

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.