

## Rhode Island Community Food Bank

### Job Description



Position Title: Nutrition Education Coordinator

Reports To: Nutrition Education Manager

Status: Part-Time (20hrs/wk), Non-exempt (hourly) Temporary Position (1 Year)

**Our Mission:** To improve the quality of life for all Rhode Islanders by advancing solutions to the problem of hunger.

**Our Vision:** We envision a state where no one goes hungry.

**Diversity Statement:** The Rhode Island Community Food Bank embodies diversity, serving every part of our state and engaging people from all communities and backgrounds in our work. We are an open and inclusive organization that welcomes, respects and values all people. Diversity strengthens our organization, so we take responsibility for attracting employees, volunteers and supporters with diverse identities and life experience. When we seek out, recognize and cultivate diversity within our staff, we create an enriched and more inclusive work environment. Ultimately, it is our collective wisdom that enables us to achieve our mission with creativity and compassion.

**Position Summary:** This 1-year grant-funded project will focus on demonstrating how Food Banks can partner with community-directed markets to improve food security, access to healthy food and healthy eating habits. The Nutrition Education Coordinator is responsible for the implementation of our nutrition education programs and activities at Urban Greens, a community partner of the Rhode Island Community Food Bank. He or she provides outreach and support to members and clientele of Urban Greens COOP, regarding community nutrition information and programming with a strong working knowledge of culinary and nutrition. He or she is a problem solver who works as a team member to achieve the goals and objectives of position, department, and carries out the mission of the Food Bank.

### Duties and Responsibilities:

1. Coordinates nutrition education program activities.
  - a. Maintains a current knowledge base of nutrition-related information from reputable sources, including ADA and other guidelines including general RICFB and Feeding America policies. Fully understands and implements RICFB's own nutrition standards and practices.
  - b. Facilitates classes, activities and modules for the program to meet the diverse needs of member agencies and their clientele.
  - c. Develops written materials, such as handouts, recipes, displays, etc.
2. Metrics.
  - a. Coordinates and facilitates (6) six-week Healthy Habits classes to Providence area community members at local food pantries or at Urban Greens.
  - b. Provides 10 Healthy Habits workshops and 15 food demos at Urban Greens.
  - c. Tracks classes, outreach efforts, and gathers pre and post survey metrics to ensure all reporting requirements are met.

3. Other duties as assigned.

**Skills and Qualifications:**

- A Bachelor's degree in nutrition, community wellness or five years related work experience or the equivalent.
- A current ServSafe certificate.
- Experience in customer service.
- Experience working in or with social services community organizations.
- Experience in community outreach.
- High level facilitation skills.
- Effective problem-solving skills and the ability to quickly assess issues and develop new strategies.
- Proficiency with Microsoft Windows and Office environment (Word, Excel, Outlook) and standard office equipment.
- Ability to manage multiple projects with attention to detail, deal with interruptions, and maintain focus on tasks while producing accurate work.
- Ability to communicate effectively when speaking and in writing using standard forms of professional and office communication.
- Ability to make presentations and develop and deliver reports to a varied audience.
- Ability to work independently and as part of a team.
- Ability to work with people from diverse social and ethnic backgrounds.
- Must be able to pass a criminal background check.
- Bi-lingual fluent in Spanish preferred.

**Working Conditions:** Work is typically performed in an office using computers and phones extensively and out at member agencies and organizations in the community. Regularly drives to sites out in the community. May lift, move and carry objects up to 35 pounds on occasion.

By signing below, the staff member agrees to take full responsibility for the work outlined in this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date