

Revised: July 2018
Title: Eat Smart NY Community Nutrition Educator
Department: Nutrition Education
Reports to: Foodlink Nutrition Education Manager/ CCE FLESNY Senior Nutritionist
Status: Hourly, Non-Exempt, Full-Time

General Description

The Community Nutrition Educator position is a collaboration between Foodlink and Cornell Cooperative Extension of Wayne County to improve nutrition by providing SNAP-Ed workshops within Monroe County.

The Community Nutrition Educator position provides input into the planning for and conducts the implementation of public education to improve healthy food and lifestyle choices among low-income families and individuals encompassing all age groups throughout the Finger Lakes Region. As part of the Federal SNAP-Ed Regional Program, this position works closely with other members of the Finger Lakes SNAP-Ed Team, including supervising Issue Leader, and the Project Director, to assist in program development, assessment, evaluation, management and marketing.

Essential Duties and Responsibilities include the following. Other duties may be assigned by both Foodlink and CCE.

Program Delivery (70%)

- Conduct creative educational programs, based on existing materials, to impact audiences through a variety of delivery methods.
- Deliver program/lessons to individual/family homes and/or-groups at various locations, requiring the transportation of program materials and oneself to the locations.
- Utilize existing program materials and educational framework to implement the recruitment and teaching of the targeted number of adult and youth participants in the Nutrition Program. Federal Fiscal Year Target is 40 nutrition activities per month. Integral member to assist the team with reaching 500 participants per month.
- Extend subject matter resources to staff, program participants and other groups, as they are identified.
- Implement programs that address audience needs and that consider the diversity of the community.

Program Planning (15%)

- Utilize existing program materials and educational framework to plan the recruitment, teaching and graduating of the targeted number of adult and youth participants in the Nutrition Program
- Plan the delivery of established short- and long-range educational programs within the Nutrition education subject area and based upon the associated plan-of-work
- Plan the implementation of programs that address audience needs and that consider the diversity of the community.
- Under guidance of the supervisor, adapt curriculum and materials as needed to meet established program objectives.
- Consult with Foodlink staff, Cornell faculty and other agency partners and collaborators in planning for program implementation and material selection.
- Collaborate with other organizations that serve target audiences in order to effectively plan and implement programs for impact.
- Assist in the development of marketing materials for educational events and assist in mass media (social and print) efforts related to program.
- Assist Supervisor with public awareness in the form of impact statements, articles for progress/ annual reports, or news releases.
- Carry out assignments and other duties as assigned by supervisor necessary for successful implementation of the program.

Program Management (10%)

- Maintain extreme confidentiality of information regarding all program participants.
- Maintain record of class participants, complete reports, and accurately collect and prepare paperwork as required for the program evaluation process.
- Complete necessary written documentation as required by programs and funders.
- Perform routine data collection utilized by the program.
- Aware of, and adheres to, established Cornell Cooperative Extension policies and procedures.
- Assist support staff and program colleagues by using CCE office procedures/policies for communication, documentation, work requests, and schedule availability.
- Assist Issues Leader in the identification and preparation of proposals to secure additional program funding.
- Assist Issues Leader in administrative and program management activities, as assigned.
- Represent Foodlink and CCE to the public and community leaders in a professional manner.

Program Assessment and Evaluation (5%)

- Interact with program participants, advisory committees, Cornell program specialists and faculty, and county and community leaders to obtain evaluation data for programs.
- Provide program evaluation data to Issues Leader, assist in data analysis and make recommendations to supervisors for strengthening and improving programs.
- Help identify program needs with supervisors, advisory committee and program participants.

Minimum Qualifications

- Bachelor of Arts or Science degree in Nutrition, Public Health or Health Education, appropriate to the responsibilities of the position and a minimum of 1 year related work or volunteer experience in related professional work.
- Bilingual in Spanish and English preferred
- Ability to present effective and relevant educational lessons to target audiences in group settings, and work with diverse audiences of all ages.
- Must be able to purchase and prepare foods, utilizing business expense account and pragmatic use of resources.
- Must be able to review and follow recipes and assure compliance to food safety and federal and state guidelines.
- Ability to work flexible hours, which may include evenings, weekends, and occasional overnight travel.
- Ability to work independently and to effectively participate in professional team efforts.
- Basic computer and word processing skills including excel and PowerPoint.
- Must be able to communicate effectively verbally and in writing in English and Spanish.

Other Qualifications

- Registered Dietitian preferred.
- Ability and experience in planning, organizing, implementing, and delivering informal and formal educational programs.
- Knowledge of family budgeting and financial management and demonstrates a willingness to learn.
- Experience working with the low-income audiences
- Ability to relate to diverse audiences.
- Ability to understand and communicate Foodlink and CCE's mission.
- Familiarity with the community in which the work will take place and ability to utilize program resources within the community
- Ability to plan and organize personal work responsibilities according to priorities developed with team members and immediate supervisor
- Familiarity with a variety of program delivery methods to reach individuals and groups in youth and adult audiences and ability to integrate youth and adult development principles into educational activities.
- Proficiency in the use of modern electronic technology (e.g., video, audio, computers, texting, Microsoft Office Programs, etc.)

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to handle or feel items such as documents. The team member is occasionally required to stand; walk and reach with hands and arms; and lift loads of 10-20 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all- inclusive. Employees will follow other instructions and perform other related duties as required.

The Foodlink Way

- ✧ Passion and commitment to our mission ✧ Going above and beyond what is required
- ✧ Seeing our roles as more than just a job ✧ Proactively seeking improvements ✧ Having the ability to adapt to change

The Foodlink Way is description of who we really are as demonstrated by what we say we value and what we do to express those values.

Everyone is welcome here! Foodlink is an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran or disability status.