



*Our Mission: To end hunger and to leverage the power of food to build a healthier community.
Our Vision: A healthy, hunger-free community.*

Title: Nutrition Education Coordinator
Department: Community Programs
Reports to: Nutrition Education Manager
Status: Hourly, Non-Exempt, Full-Time

General Description

Foodlink is a regional food bank and food hub located in Rochester, serving over 500 member agencies in 10 Counties. We conduct a wide range of operations, from distributing over 20 million pounds of food annually, to providing hundreds of nutrition education courses throughout the communities we serve.

The Nutrition Education Coordinator (NEC) will be responsible for executing Cooking Matters courses and pop-up tours, and ensuring that all program deliverables are met. They will be working directly with young children in school settings, and organizing the schedules of dozens of volunteers from diverse backgrounds. The NEC will be responsible for supervising 2 Cooking Matters AmeriCorps members and will provide general support and coordination for the entire Nutrition Education Department. The ideal candidate for this position is someone who values education and collaboration, and cares deeply about addressing the problems of hunger and poverty in the community.

Duties/Responsibilities

- Become familiar with the entire catalogue of Cooking Matters curricula.
- With direct support from Nutrition Education Manager, manage the local Cooking Matters program including the recruitment, management and delegation of responsibilities to support staff, AmeriCorps members, volunteer and interns.
- Manage Cooking Matters database to track metrics including course participation, volunteer hours, supporters, site contacts, etc.
- With AmeriCorps, plan/administer and delegate Cooking Matters volunteer trainings. Provide volunteer instructors with materials and information needed to teach classes and ensure they follow program procedures.
- Coordinate various volunteer schedules, and help with annual volunteer engagement event.
- Complete all necessary preparations for classes including studying curricula and proper cooking techniques, preparing for and maintaining an inventory of supplies at Foodlink, grocery shopping, assembling class materials, transportation of equipment, tracking metrics, and closing courses.
- Maintain high level of working knowledge related to cooking, nutrition and public health industry standards, regulations and trends.
- Build sustainable relationships with community partners, and be prepared to work in diverse environments.
- When applicable, teach Cooking Matters courses and assist with other Nutrition Education courses
- Participate in budget activities as needed; including identifying equipment and expansion needs and assisting with purchasing, promotion and grant reporting.
- Take lead in keeping nutrition education space clean and organized. Ensure proper inventory of supplies
- Supervise 2 Cooking Matters Americorps members.
- Work with Share Our Strength national office to support their efforts as needed.
- Provide support to the Nutrition Education Department and programs as needed.
- Participate in Foodlink staff meetings and nutrition education team meetings.

Critical Skills

- Excellent oral and written skills and comfort talking to the public
- Experience supervising staff and volunteers
- Demonstrated ability to work independently and as a team member

- Flexible, resourceful, and adaptable to unexpected situations with knack for problem solving and exhibiting leadership
- Well organized, detail oriented, and able to successfully manage multiple projects simultaneously
- Proficient computer skills and email familiarity
- Certified Food Handler (ServSafe) preferred

Minimum Qualifications

- Bachelor's degree in nutrition/health or a related field, or 2-3 years of relative experience
- Minimum 1-2 years experience working with youth and/or adults in formal education programs
- Strong interest and/or educational background in nutrition, cooking, culinary arts, health and wellness, health education, food systems and food access
- Must possess a valid driver's license with a good driving record, have access to a vehicle and be willing to travel within Foodlink's 10 county service area

Other Qualifications

- Experience in educational settings, formal or informal
- Communicates clearly and concisely, orally and in writing, with diverse populations
- Able to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Able to delegate work effectively in a team environment
- Friendly, customer-oriented personality and a professional attitude and appearance

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 stand and talk or hear. The employee is required to use hands to handle or prepare items such as fresh produce and is required to walk and reach with hands and arms. 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 employee is frequently required to work offsite at host site locations. The noise level in the office 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.

To Apply: Submit a cover letter and resume via email to HR@foodlinkny.org or mail to 1999 Mt. Read Blvd. Rochester, NY 14615, attention Human Resources. Only serious applicants should apply. Only qualified candidates will be contacted.

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.