**Our Mission**
Our mission is to leverage the power of food to end hunger and build healthier communities.

**Our Vision**
We believe that the fight against hunger and the fight against poverty are one and the same. We envision a future in which food is recognized as a human right and every person is able to feed themselves and their families in dignity. Together, we work to create a more nourished, prosperous region.

**Our Values**
Our core values define who we are and how we work with our communities. Foodlink and our team members have:
- **Compassion** - treat all with dignity & respect; build kinship with those we serve
- **Innovation** - say yes; avoid complacency risk failure in the pursuit of ending hunger
- **Collaboration** - build a shared vision, create synergies, maximize resources
- **Agility** - respond urgently to the ever-changing needs of our community
- **Stewardship** - maximize the impact of every dollar, donation and asset

---

**Job Title: SNAP-Ed Nutritionist**

**Reports to:** Nutrition Education Senior Manager  
**Status:** Full time, Non-Exempt

**JOB SUMMARY**
The Supplemental Nutrition Assistance Program Nutrition Education and Obesity Prevention (SNAP-Ed) Nutritionist will primarily be responsible for delivery of established SNAP-Ed public education programming to improve healthy food and lifestyle choices among families and individuals encompassing all age groups in the City of Rochester. This position will also assist with marketing efforts for SNAP-Ed programming in collaboration with other nutritionists in the SNAP-Ed region.

This is a 1.0FTE grant-funded position. Funding for the Supplemental Nutrition Assistance Program (SNAP-Ed) program is through the United States Department of Agriculture (USDA) and administered by the Office of Temporary Disability and Assistance (OTDA).

**KEY RESPONSIBILITIES**

**Program Delivery (75%)**
- Utilize existing SNAP-Ed program materials and educational framework to deliver high quality programming to groups in a variety of settings.
- Assist in multi-association team efforts through joint planning and implementation of programs and program activities to achieve SNAP-Ed goals.
- Serve as a subject-matter resource in the area of nutrition to participants, community organizations and the public.
- Serve as an active member of Foodlink’s Nutrition Education team.
Administrative Coordination/Operation (10%)
- Organize and coordinate SNAP-Ed program activities (i.e. food demonstrations, direct lessons to adults and youth, etc.) to support delivery of established program goals.
- Coordinate administrative aspects of the SNAP-Ed Program including, but not limited to: preparing correspondence, maintaining files, maintaining participant records, etc. ensuring confidentiality of all information.
- Assist in utilizing effective marketing strategies in the promotion of SNAP-Ed programming efforts to include, but not limited to: print media, news media, social media, multi-media efforts and the environmental change initiative in collaboration with other nutritionists.
- Prepare and submit expense reports, mileage reports, and/or vouchers in a timely manner per established policy and procedures.
- Assist in identifying and recommending program needs (i.e. program supplies and materials)

Program Evaluation (5%)
- Administer, collect, and process programmatic evaluation and tracking materials.
- Communicate evaluation results and findings to constituents as appropriate.

Administrative Direction (5%)
- Provide input in planning the structure of delivering educational SNAP-Ed programming via various methods.
- Provide input to assist supervisor with planning program budget and needs.
- Assist in the planning and promotion of public events and programs including, but not limited to, assisting with mass media efforts related to upcoming events and programs.

Professional Development and Other Duties (5%)
- Participate in all required orientation, training, and/or in-service meetings and trainings as scheduled/required.
- Pursue professional development opportunities that relate to the effective execution of SNAP-Ed programming.

COMPETENCIES or QUALIFICATIONS

Minimum Qualifications:
- Bachelor’s degree in Nutrition, Dietetics, Community and Behavioral Health, Health Education and/or Public Health, or Nursing. Associate’s Degree in Nutrition, Dietetics, Community and Behavioral Health, Health Education and/or Public Health, or Nursing plus 2 years transferrable program/functional experience may substitute.
- Experience relevant to the role of the position. Familiarity with the community in which the work will take place strongly preferred
- Ability to clearly communicate (speak, read and write proficiently) in English. Ability to clearly communicate (speak, read and write proficiently) in Spanish strongly preferred.
- Ability to meet travel requirements associated with this position.
- Ability to meet acceptable background check standards.
- Ability to work flexible hours which may include evenings and/or weekends, as appropriate.
- Ability to transport/move supplies and equipment, climb stairs with or without reasonable accommodation.
- Ability and willingness to work with diverse audiences and maintain cultural sensitivity.
- Experience with windows-based software including use of the internet and Microsoft Office Suite including Outlook, Word, and Excel.
- Ability to communicate effectively, clearly, and tactfully through verbal, written and electronic methods.
- Ability to organize, manage, and prioritize multiple tasks, deadlines, requirements, and priorities to complete work in a timely manner and within established deadlines.
- We are actively seeing a diverse pool of candidates for this position and strongly encourage applications from candidates of color.
SALARY AND BENEFITS

This is a full time, year-round position, paid on an hourly basis. The schedule will vary across days of the week and flexibility is required. Foodlink covers up to 99% contribution towards individual health insurance and 100% individual dental coverage with the ability to acquire family coverage with pretax dollars. In addition to generous paid time off (PTO), we observe 14 paid holidays throughout the year. Opportunity to contribute to a 401k retirement savings plan upon hire. Eligible for generous employer match after 1 year of service.

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 required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. This position regularly requires the individual to lift objects weighing up to 50lbs.

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.