



### **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

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## **Job Title: Community Health Educator - Cooking Together**

**Status:** Hourly, Non-exempt, Full-time

**Start date:** October 1, 2021

### **SUMMARY**

Foodlink Community Health Education creates opportunities for people of all ages to learn about nutrition, cooking and food resource management. We believe in putting people at the center of learning. We celebrate the impact that food has on our bodies, our families, and our communities. All workshops and educational opportunities are designed to be accessible, engaging, and useful for participants. Programming can be conducted virtually, at Foodlink, or at community sites across the region.

The Community Health Educator will be part of the Community Health Programs Team and report directly to the Director of Community Health Programs. They will be part of a team that focuses on customizable education for community partners and members. This position will focus on Cooking Together, a series of virtual cooking classes that brings people together to develop new skills and celebrate healthy food choices.

The Community Health Educator will be responsible for the curriculum development, implementation, evaluation, and partnership building of our Cooking Together program.

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## KEY RESPONSIBILITIES

### Implement and evaluate Cooking Together (70%)

#### **Lead and organize Cooking Together programming**

- Manage day-to-day operations of Cooking Together programming including materials management, data management, and class planning
- Work with Volunteer Coordinator to communicate volunteer needs to support Cooking Together Manage the Guest Chef program and provide training and technical assistance
- Serve as a primary facilitator of Cooking Together and support Guest Chef in each class
- Manage scheduling of courses and Guest Chefs

#### **Evaluate Cooking Together to improve and demonstrate impact**

- Create and implement evaluation tools with Director of Community Health Programs
- Set goals and work towards achievement related to community participation in the improvement and implementation of curriculum
- When programming is ready, work to secure partnership and grants to rigorously evaluate Cooking Together with a research institution

### Collaborate on and document Cooking Together curriculum development (20%)

#### **Create customized curriculum to meet the needs of the community**

- Work with Director of Community Health Programs, partners, and community members to evolve Cooking Together curriculum
- Document curriculum development, best-practices, and lessons learned
- Customize curriculum as relevant for partners and participants

### Build Partnerships (10%)

#### **Support relationships with partners**

- Work with Director of Community Health Programs to proactively seek out partnerships with potential organizations and entities
- Work with Marketing and Development to create associated outreach and implementation materials

#### **Meet deliverables based on grants and budget targets**

- Each year the Community Health Educator will be responsible for meeting targets set annually based on grant deliverables and fee-for-service goals
- Report on all activities as needed for grants and partnerships

### Secondary roles and responsibilities.

#### **Support other organizational priorities, as defined by supervisor, given the flexibility required of all staff in a fast-paced, growing organization:**

- Support Edible Education program implementation as needed
- Serve as back-up support for Curbside Market operations as needed

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## QUALITIES

- **Mission-driven.** Reflects on the mission often, using it as the north-star for decision making.
- **Cultural humility.** Treats participants as experts in their own experience. Takes the time to understand how our families and cultures shape the way we eat and make meaningful and sustainable, healthy choices.
- **Compassionate.** Treats others with dignity and respect. Honors that cultural traditions, trust, and relationships play a key role in how we purchase and prepare our food.
- **Innovation.** Called to say "yes" to new ideas and opportunities. Not complacent; persist even when new approaches create discomfort or require a departure from the norm.
- **Curiosity.** Has an appreciation for food exploration and desire to share and learn from others.
- **Collaboration.** Creates meaningful relationships with our colleagues, partners, supporters and community members. Collaborates and connects the dots across departments.
- **Agile.** Responds effectively to the needs presented to us. Quick to adapt and shift focus letting the Foodlink mission serve as the north-star.
- **Steward.** Maximizes the impact of resources entrusted to Foodlink, including their own time and energy.
- **Solution-oriented.** Proactively identifies challenges and comes to the table with potential solutions.
- **Team-oriented.** Able to work with people who have different backgrounds, opinions and experiences to reach shared goals.
- **Ability to Lead & Influence.** Ability to articulate Foodlink's value proposition across all programs and connect the dots between our programs, products, and services for partners/agencies/funders.

## Preferred candidates will also have:

- 3+ years experience with teaching, facilitating, or learning about health education
- Strong culinary skills, able to demonstrate basic culinary skills like using a knife safely
- Experience leading peer-to-peer learning
- Experience with motivational Interviewing techniques or other participant-centered approaches to health education
- Familiarity with the community in which the work will take place is strongly preferred
- Ability and willingness to work with diverse audiences and maintain cultural sensitivity
- Ability to communicate effectively, clearly, and with cultural competence 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
- 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 and meet travel requirements of this position
- Ability to work flexible hours which will include evenings and/or weekends
- Ability to transport/move supplies and equipment, climb stairs with or without reasonable accommodation
- Experience with windows-based software including use of the internet and Microsoft Office Suite including Outlook, Word, Excel and Teams; Google Suite, and Canva
- Experience working in the non-profit sector

**We are actively seeing a diverse pool of candidates for this position and strongly encourage applications from candidates of color.**

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## SALARY AND BENEFITS

This is a full time, year-round, and paid on an hourly basis at \$20/hr. The schedule will vary across days of the week and flexibility is required, including working on weekends. Foodlink covers 100% of individual health and dental insurance 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 one year of service.

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## 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, standard talk or hear. The employee is frequently required to use hands to handle or feel items such as tools, machinery and 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.

## 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.*

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**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.**