



Nutrition Education Coordinator Job Description

POSITION: Nutrition Education Coordinator
DEPARTMENT: Programs
REPORTS TO: Director of Programs
HOURS: 8:00 – 5:00, Monday-Friday, with evenings and weekends as required

POSITION SUMMARY:

Provides nutrition education classes throughout the MCFB service area to partner agencies, community partners, schools, churches, transitional living facilities and in collaboration with other organizations. Teaches nutrition classes using curriculum provided by the nutrition education department based on MyPlate, in compliance with SNAP-Ed guidelines, and other science- and evidence-based programs, coordinating with other staff and supervising dietetic interns or volunteers as needed. Aids in cultivating community partnerships. Portrays professional business relations with MCFB staff, partner agencies, and community contacts. Provides exceptional customer service both internally and externally and supports other MCFB programming as needed. Keeps supervisor well informed of area activities and projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Leads Nutrition Education Efforts

- a. Leads the Healthy Pantry Initiative, in coordination with the Programs Coordinator and Director of Programs. Establish baseline criteria for outcomes based program to grow client choice pantries with specific interventions to lead clients to healthy choices. Identify and evaluate potential Healthy Pantry Partners, and manage partnerships. Provide educational materials and specific educational opportunities for Healthy Pantry Partners.
- b. Teaches a minimum of 4 nutrition education classes per week, at locations across the MCFB service area to low-income individuals from all age ranges, using MCFB curricula approved by the Feeding Texas and SNAP-Ed, as well as materials from other sources. Prepares appropriate materials for classes, demonstrations, and events. Selects appropriate recipes for demonstration. Returns all unused materials and equipment clean and in working order to MCFB. Collects and tallies completed sign in sheets for all classes to nutrition education coordinator. Administers and collects pre- and post-class surveys or questionnaires.
- c. Manages schedule of class dates, times, and details for all program events with appropriate on-site contacts and team members.

- d. Participates in research activities and projects as assigned by Director.
- e. Attends inservices as needed for the successful administration of the nutrition education programs and provides current and well documented information supported by SNAP-Ed.
- f. Conducts evaluations of all classes as requested by supervisor.
- g. Obtains groceries for food/recipe demonstrations from MCFB donations or grocery stores as needed, making every effort to use resources wisely. Saves and files all receipts and unused gift cards.
- h. Manages nutrition education curriculum, research of additional resources, and services delivery plan.

2. Maintains Proper Program Documentation.

- a. Maintains proper documentation of classes responsible for teaching, including sign in sheets, pre- and post-surveys, evaluation, and other materials as needed in a confidential manner.
- b. Complies with departmental monthly deadlines for submitting reporting and other materials.
- c. Compile monthly data in conjunction with team members.

3. Departmental Responsibilities.

- a. Attends meetings and presentations as required.
- b. Assists in the development and/or implementation of departmental projects as needed. Projects include but are not limited to Mobile Market participation, Community Nutrition Presentations, and other special nutrition education projects as they arise.
- c. Supervises dietetic interns and volunteers as needed with assignments, teaching classes, and other activities.
- d. Submits documentation of activities and for reimbursement in accordance with department deadlines (mileage reports, expenses, etc.)
- e. Supports other Outreach and MCFB departments with nutrition programming and assistance as needed.
- f. Performs other duties as assigned

KNOWLEDGE AND SKILLS REQUIRED:

- Knowledge of current basic nutrition, physical activity, and health-related topics.
- Any general teaching/instructing or culinary experience preferred

COMPUTER EQUIPMENT AND SOFTWARE REQUIREMENTS:

- Proficiency in Excel, Word, Publisher and Outlook.

EDUCATION AND EXPERIENCE REQUIRED:

- Bachelor's degree in Nutrition, Health Education, Education, Fitness/Exercise, Public Health, Health and Human Services or related field from an accredited college or university.
- 1-3 years' experience working directly with communities with low-income to promote healthy lifestyles, including healthy eating and active living.
- Community Health Worker Certification preferred
- Registered Dietician preferred
- Bilingual Spanish preferred

TRAVEL REQUIREMENTS

Travel: Yes Local travel, up to 80% of the time

Work Environment:

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

- Full-time position
- Interaction is required with other personnel, clients, and other external parties

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.

- Most functions are performed while seating at a desk or standing up
- Individual shall require to stand for longer periods
- Medium to heavy work; exerts up to 50 lbs. of force 2-3 times a week by transporting, carrying educational materials and supplies.

DISCLAIMER:

Montgomery County Food Bank is an Equal Opportunity Employer and employment "at will" organization. This job description does not imply or constitute an offer of employment.