

## **POSITION TITLE: Nutrition Education Coordinator**

### **I. JOB SUMMARY**

The primary objective of this position is to provide evidence-based nutrition education and obesity prevention strategies to the six-county service area (Brazos, Burleson, Grimes, Madison, Robertson & Washington Counties) of the Brazos Valley Food Bank (BVFB). The Nutrition Education Coordinator works to foster partnerships with BVFB partner agencies, programs, and community organizations as needed to offer nutrition services to staff, volunteers, and clients. The Nutrition Education Coordinator is supervised by the Programs Manager to develop relevant nutrition resources and strategies for partner agencies and population served by BVFB.

### **II. ESSENTIAL FUNCTIONS**

- Provides nutrition education classes, strategies, and materials to SNAP-eligible sites and participants
- Ability to stay on task and fulfill the SNAP-Ed requirements
- Assists with revising of class curriculum, evaluations (i.e. pre and post-tests), and other class materials as needed to meet the needs of the clients and SNAP-Ed requirements
- Provides accurate and timely data entry into proper excel sheet for Education Administration Reporting System (EARS) report
- Markets nutrition education services to partner agencies, programs, and community organizations via phone calls, handouts, and other communication channels
- Serves as primary contact for coordination of nutrition education classes for eligible sites.
- Provides inquiring agencies with program information confirms class schedule with sites and resolves class scheduling conflicts or date changes within 24 hours.
- Fosters an inclusive, safe, and fun learning environment for volunteers and class participants
- Fosters partnerships with SNAP-eligible sites, such as schools and senior feeding sites, to bring nutrition services that promote healthy eating and physical activity
- Performs additional duties as assigned by Supervisor in support of the goals of BVFB
- Perform additional duties as assigned

### **III. MINIMUM QUALIFICATIONS**

#### **A. Education, Experience, and Training**

- Registered Dietitian preferred, not mandatory
- Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA), or pursuing major course work in Nutrition, Health Education, Public Health, Health Sciences, or a related field and/or relevant work experience in dietetics, nutrition, community health, or related field.
- One year experience in community nutrition or nutrition education, preferred

#### **B. Knowledge and Skills**

- Bilingual in Spanish, preferred
- Excellent written, oral and interpersonal communication skills. In particular, the ability to understand and organize detailed information and to write about or talk extemporaneously on that information.
- Knowledge of nutrition, food, and food safety.
- Experience in teaching groups or experience in community nutrition or community health education.

- Ability to work cooperatively under pressure with a diverse range of people. Demonstrated ability to communicate tactfully with all members of society.
- Ability to juggle multiple projects with attention to detail and accuracy while adhering to deadlines in a high-energy, fast-paced environment.
- Exercise good judgment and discretion; strong ethical character capable of handling confidential information.
- Proficiency in Outlook, Word, and Excel
- Ability to work independently with minimal supervision. Ability to be flexible with working hours to meet the client and class schedule (includes evenings and weekends)
- Ability to work effectively with other Food Bank staff and volunteers
- Ability to be certified in First Aid and Food Handling
- Must be able to pass criminal background check
- Current driver's license and ability to use personal vehicle for BVFB business (mileage reimbursement for work travel)

#### **IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry up to 50 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- Conditions may include working inside, working outside, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, and automobile.

#### **TO APPLY:**

Interested candidates should send a cover letter and resume (or professional vitae) to:

Shannon Avila, Programs Manager

[shannona@bvfb.org](mailto:shannona@bvfb.org)

*Please, no calls or walk-in inquiries about your application. If we are interested in interviewing you, we will contact you.*

#### **BVFB is an Equal Opportunity Employer (EOE).**

##### *About the Brazos Valley Food Bank*

The Brazos Valley Food Bank, a local nonprofit organization based in Bryan, is a central distribution site that unites food donors, volunteers and hunger-relief agencies around the common goal of a hunger-free Brazos Valley. As the hub of over 35 different agencies that feed the hungry throughout Brazos, Burleson, Grimes, Madison, Robertson and Washington Counties, the Brazos Valley Food Bank distributes million pounds of food/millions of meals annually to tens of thousands of different individuals in need. In addition to supplying food to partner agencies, the Food Bank oversees Children's Backpack and Senior Bag Programs, Mobile Food and School-Based Food Pantries, Benefits Assistance, Nutrition Education, Screen & Intervene strategies, as well as anti-poverty services through Together We Grow to better reach those in need.