

**POSITION TITLE: *Nutrition Education Specialist***

**Accountable to: *Nutrition Education Coordinator***

**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 Specialist 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 Specialist is supervised by the Nutrition Education Coordinator to develop relevant nutrition resources and strategies for partner agencies and populations served by BVFB. ***This position is a full-time position.***

***Essential Functions***

- Delivers nutrition education classes, strategies, cooking demonstrations, and materials to SNAP-eligible sites and participants.
- Assists Nutrition Education Coordinator (NEC) with revising 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.
- Stay on task and fulfill the SNAP-Ed requirements.
- Completes all necessary preparations for class, including grocery shopping, assembling class materials, and transportation of groceries and/or equipment.
- Develop additional nutrition education materials such as recipes, tip sheets, social media posts, and video content.
- Maintain program storage area and monitor program supply inventory.
- Fosters partnerships with SNAP-eligible sites, such as schools and senior feeding sites, to bring nutrition services that promote healthy eating and physical activity.
- Develop effective teaching strategies for teaching various populations and identify what strategies are suitable for each population.
- Fosters an inclusive, safe, and fun learning environment for volunteers and class participants.

***Partner Recruitment***

- Assist the NEC in marketing BVFB's Nutrition Education Program to partner agencies, programs, and community organizations via phone calls, email correspondence, handouts, one-to-one scheduled visits, and other communication channels.
- Work with the NEC to identify potential SNAP-Ed eligible sites and provide that information to the NEC for follow-up and site recruitment.
- Implement plans to provide community organizations information about BVFB nutrition education program.

***Document***

- Submits accurate closed class data and evaluation results by the assigned deadline to Nutrition Education Coordinator for each nutrition education course taught.
- Collect the necessary data to document compliance with HHSC policies and processes and fulfill contractual requirements and deliverables.
- Identify and document how class participants received curriculums and teaching strategies and work with NEC to change or improve class delivery strategies when needed.

### *Precepting Interns*

- Perform tasks assigned by the Nutrition Education Coordinator when precepting Nutrition Education interns.

### *Other*

- Performs additional duties as assigned by Supervisor in support of the goals of BVFB.

## **QUALIFICATIONS**

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

- Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA). Major course work in Nutrition, Health Education, and/or Public Health
- 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 about 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 Food Handling
- Must be able to pass a 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 25 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.

*The above statements are intended to describe the general nature and levels of work to be performed and are not intended to be an exhaustive list of all responsibilities and duties.*

**TO APPLY:**

Interested candidates should submit their cover letter and resume (or professional vitae) to:

Haley Stevens, Nutrition Education Coordinator HaleyS@bvfb.org

Please submit documents by **8/19/2022**.

***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. As the hub of over 37 different agencies that feed the hungry throughout Brazos, Burleson, Grimes, Madison, Robertson, and Washington Counties. In addition to supplying food to partner agencies, the Food Bank oversees Children's BackPack, Senior Bags, Family Box, Going the Extra Mile, Screen and Intervene, Nutrition Education, Together We Grow, and Benefits Assistance programs including the Referral Partner Program, as well as oversees Mobile Food and School-Based Food Pantries to reach those in need.