

**Job Title:** Bi-Lingual Nutrition Education Coordinator  
**Reports To:** Program Manager  
**FLSA Status:** Non-exempt  
**Department:** Program Services  
**Last Update:** October 2020

The Nutrition Education Coordinator is a full-time position responsible for the nutrition education activities with community members and agency partners.

### **Essential Duties and Responsibilities**

1. Coordinate nutrition activities at agency partner locations according to program implementation guidelines, which includes but is not limited to:
  - a. Scheduling activities including frequent communication and planning with agency partners.
  - b. Prepare materials and supplies for each activity.
  - c. Coordinate demonstrations, which includes buying food, preparing and portioning recipe tasting, and transporting supplies using safe food handling guidelines and Michigan Food Code regulations.
  - d. Maintain program storage area, monitor program supply inventory
  - e. Conduct program monitoring provide quality assurance and ensure program fidelity. Administer evaluation tools as required.
  - f. Teach healthy cooking, nutrition, and food budgeting lessons to Gleaners emergency food program clients.
  - g. Develop additional nutrition education materials including recipes, tip sheets, and video content to support agency partners and their clients.
  - h. Providing education and materials development to support Arabic speaking clients.
2. Work cross functionally with the Agency Relations team to support agency partners in policy, systems, and environmental change. This includes but is not limited to
  - a. Provide ongoing assessment and in collaboration with agency partners develop an action plan to create and support healthy food environments.
  - b. Collaborate with agency site staff to implement strategies to promote and deliver nutrition education with agency clients
  - c. Provide ongoing support and training for agency partner staff and volunteers.
3. Create, coordinate, and execute a monthly plan of work.
4. Maintain program records, including but not limited to, logging and analysis of program activities and client participation.
5. Utilize Excel worksheets to track program outputs and maintain routine data entry.
6. Prepare and submit monthly performance reports.
7. Cultivate relationships with schools and community organizations through speaking engagements, nutritional education, workgroups, and other activities.
8. Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities.
9. Other duties as assigned.

### **Scope of Position**

Budgetary Responsibility:	Low
Personnel Responsibility:	Low
Access to Confidential Info:	Low
Supervisory responsibility:	Low
Client Contact:	High
Donors:	Low
Volunteers:	Moderate
Partner Agencies:	High

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **Education/Experience**

1. Bachelor's degree in Community Health, Public Health, Community Food Systems, Nutrition, or another related field, is desired.
2. Requires fluency in Arabic.
3. Requires the ability to work with diverse populations.
4. Requires the ability to work independently.
5. Requires flexibility of scheduling, including evenings and occasional weekends.
6. Requires a valid driver's license and proof of insurance.
7. ServSafe certification desirable, but not required.

## **Language Ability**

Excellent verbal and written communication skills; with the ability to write routine reports, and correspondence are required. Strong interpersonal skills with all contacts, internal and external, are required. Requires fluency in Arabic.

## **Math Ability**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance. Basic knowledge of bookkeeping desired.

## **Reasoning Ability**

Strong analytical skills are required. Ability to proactively address and creatively solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **Computer Skills**

To perform this job successfully, an individual should be proficient in Microsoft Office. Specifically, employee is required to use Outlook, Excel, and Publisher regularly to perform the duties of this job. Familiarity with virtual meeting or learning platforms desired.

## **Work Environment**

The standard work environment is a combination of both onsite and offsite conditions. Office setting includes fluorescent lighting; temperature and humidity are controlled by air conditioning and heating. The noise level in the work environment is usually low. The employee will often be required to perform 80% of assigned duties in offsite location including food pantries, schools, senior housing centers, and other community centers. These duties are performed both indoors/outdoors year-round. All recipe tastings must also be prepared offsite at a licensed kitchen.

## **Physical Demands**

While performing the duties of this job, the employee is frequently required to move equipment and supplies up to 50 pounds to offsite locations, in addition to speak, hear, and use hands. Moderate amounts of walking as well periods of standing outdoors year round is also required of this position. Employee may be exposed to weather conditions prevalent at the time.