

**Job Title:** Nutrition Education Coordinator  
**Reports To:** Nutrition Education Manager  
**FLSA Status:** Non-exempt  
**Department:** Program Services  
**Last Update:** December 2021

The Nutrition Education Coordinator is a full-time position responsible for coordinating and delivering nutrition education services to community members and agency partners.

### **Essential Duties and Responsibilities**

1. Coordinate nutrition education activities at agency partner locations according to program implementation guidelines, which includes but is not limited to:
  - a. Plan and schedule nutrition education activities with community and agency partners.
  - b. Maintain regular communication with all nutrition education partners.
  - c. Prepare materials and supplies for each nutrition education activity.
  - d. Coordinate and deliver demonstrations, which includes buying food, preparing, and portioning recipe tasting, and transporting supplies using safe food handling guidelines and Michigan Food Code regulations.
  - e. Maintain program storage area, monitor program supply inventory.
  - f. Conduct program monitoring activities to ensure program fidelity.
  - g. Administer program evaluation tools as required.
  - h. Teach healthy cooking, nutrition, and food budgeting lessons to Gleaners' clients and partners.
  - i. Develop nutrition education materials including recipes, tip sheets, and videocontent to support agency partners and their clients.
  - j. Provide support to clients and partners in the development of education materials as needed.
2. Work cross functionally with Gleaners' Agency Relations team to support agency partners in policy, systems, and environmental change activities. This includes but is not limited to:
  - a. In collaboration with agency partners, develop action plans to create and support healthy food environments. Provide on-going assessment of food-related environments and action plan implementation.
  - 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 of program activities and client participation.
5. Assist with analysis of program records.
6. Utilize excel worksheets to track program outputs and maintain routine data entry.
7. Prepare and submit monthly performance reports.
8. Cultivate relationships with schools and community organizations through speaking engagements, nutritional education, workgroups, and other activities.
9. Demonstrate and support the Gleaners' mission, vision and values throughout all professional responsibilities and activities.
10. 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, desired.
2. Ability to work with diverse populations, required.
3. Ability to work independently, required.
4. Flexible scheduling, including evenings and occasional weekends, required.
5. Bilingual English-Arabic and/or English-Spanish, preferred.
6. Experience providing health and/or nutrition education, preferred.
7. Valid driver's license and proof of insurance, required.
8. ServSafe certification desirable, but not required.

## **Language Ability**

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

## **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 as periods of standing outdoors year-round is also required of this position. Employee may be exposed to weather conditions prevalent at the time.

## **Remote Work**

Under usual circumstances, the essential duties and responsibilities of this position require the Project Coordinator to report to the warehouse and in the field 50% of the time. However, based on COVID-19 safety measures and state-level recommendations, in-person work will be adjusted accordingly. Remote work is available for this position to complete the following:

- Administrative tasks that include but not limited to completing program reports, routine paperwork, responding to email and phone calls, and submitting weekly orders
- Attending virtual meetings with Gleaners Program team and external network partner