

Gleaners Community Food Bank of SE MI
Job Description

Job Title: Bilingual Nutrition Education Coordinator (English-Spanish)
Reports To: Program Manager
FLSA Status: Non-exempt
Department: Community Engagement
Last Update: June 2022

The **Bilingual Nutrition Education Coordinator (English-Spanish)** is a full-time position primarily responsible for the facilitation and day-to-day operations of Gleaners' nutrition education programming at food access sites (e.g., food pantries, mobile distributions). The position will also support additional Gleaners' nutrition education programming as needed.

Essential Duties and Responsibilities

1. Coordinate and implement nutrition education and wellness-related interventions at Gleaner's food access sites according to program implementation guidelines and the unique needs of the community served by the site. Primary activities include but are not limited to:
 - a. Build and maintain trusting relationships with partner sites, seeking to understand the needs of their communities.
 - b. Coordinate/schedule meetings, interventions, and other related activities at/near partner sites.
 - c. Prepare appropriate materials and supplies for the facilitation of each intervention.
 - d. Coordinate both in-person and virtual recipe demonstrations, which entails purchasing food items, preparing the recipe, portioning food to facilitate the recipe tasting (in-person), and transporting all necessary supplies utilizing safe food handling guidelines and Michigan Food Code regulations.
 - e. Develop additional nutrition education materials such as recipes, tip sheets, and video content (English and Spanish) to support food access sites and their guests.
 - f. Work cross functionally with Gleaners' Agency Relation, Operations and Marketing/Communications departments to further support partner sites, streamline communication and identify opportunities to expand programming.
2. Maintain program storage area, monitor program supply inventory.
3. Administer evaluation tools to partners and community participants as needed; participate in routine quality assurance checks to ensure program fidelity.
4. As needed, provide facilitation support for Cooking Matters' programming (in English and Spanish)– a group education program focused on healthy cooking, nutrition, and food budgeting lessons.
5. Coordinate/support activities related to virtual programming and social media, such as content creation, production and/or sharing content.
6. Create, coordinate, and execute a monthly plan of work.
7. Maintain program records in Excel and other platforms as applicable, including but not limited to, logging, tracking and analysis of program activities and client participation.
8. Prepare and submit monthly progress reports.
9. Cultivate relationships with schools and community organizations through speaking engagements, nutritional education, workgroups, and other activities.
10. Translate program materials and curriculum as needed, English-Spanish.
11. Participate in Gleaners' fundraising activities as needed/per request.
12. Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities.
13. 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 Dietetics, Nutrition, Public Health, Health Education or related field is preferred.
2. Fluency in English and Spanish (speaking, reading, writing), required.
3. Minimum of 1 year experience facilitating nutrition or health education, required.
4. Minimum of 1-year culinary experience preferred.
5. Clear, timely and professional communication skills required.
6. Strong interpersonal and relationship building skills required.
7. Experience and passion for working with diverse populations required.
8. Ability to work both independently and collaboratively with a team, required.
9. Flexibility of scheduling, including evenings and occasional weekends, required.
10. Experience utilizing social media platforms such as Facebook Live, Facebook Premier and/or TikTok, strongly preferred.
11. Understanding of communities in southeast Michigan, strongly preferred.
12. Valid driver's license and proof of insurance required.
13. ServSafe food safety certification preferred.

Language Ability

Fluency in both English and Spanish.
Excellent verbal and written skills in both languages.

Math Ability

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability

Strong analytical skills are required. Ability to proactively address and creatively solve practical problems, as well as understand a variety of instructions in written, oral, diagram, or schedule form.

Equipment

The position requires the operation of standard office equipment and residential and commercial kitchen equipment - pallet jack.

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. Employees may be exposed to weather conditions present while out in the field.

Computer Skills

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

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 assigned duties in offsite locations 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. Remote work as required (see next section).

Remote Work

Under usual circumstances, the essential duties and responsibilities of this position require the Bilingual Nutrition Education Coordinator to report to the warehouse and in the field 80% of the time. However, based on COVID-19 safety measures and state-level recommendations, in-person work will be adjusted accordingly. As needed, remote work is available for this position to complete the following:

- Administrative tasks that include but are not limited to completing program reports, routine paperwork, responding to email and phone calls, and submitting weekly orders
- Attending virtual meetings with Gleaners' internal teams and external network partners

