

**Gleaners Community Food Bank of SE MI**  
**Job Description**

**Job Title:** Bilingual Specialist (English-Spanish)  
**Reports To:** Program Manager  
**FLSA Status:** Non-exempt  
**Department:** Community Engagement  
**Last Update:** August 2022

The **Bilingual Specialist (English-Spanish)** is a full-time position responsible for the facilitation and day-to-day operations of wellness & nutrition education programming operated by Gleaners Community Food Bank. The position may also support additional Gleaners' healthcare partnership programming as needed.

**Essential Duties and Responsibilities**

1. Coordinate and facilitate virtual and in-person Cooking Matters (CM) classes for youth, parents and older adults facing food insecurity in Gleaners' five county service area, in both English and Spanish. Ensure coordination is in accordance with Cooking Matters' national evidence-based program implementation guidelines.
2. Coordinate and implement nutrition education and wellness-related interventions in English and Spanish at Gleaner's food access sites (e.g. food pantries, mobile food distributions) according to program implementation guidelines and the unique needs of the community served by the site.
3. Coordinate/support activities related to Gleaners' virtual programming and social media accounts, such as content creation, production, editing and/or posting content.
4. Develop nutrition education materials such as recipes, tip sheets, and video content to support food access sites and their guests, in both English and Spanish.
5. Translate program materials and curriculum as needed, English - Spanish.
6. Work cross functionally with Gleaners' Agency Relations, Operations and Marketing & Communications departments to further support partner sites, streamline communication and identify opportunities to expand programming.
7. Develop and implement strategies to improve reach and meet the needs of our Spanish-speaking communities in southeast Michigan.
8. Assist department support staff such as AmeriCorps members, student interns and/or volunteers, with meeting learning objectives.
9. Assist with the promotion and outreach to potential sites and volunteers in English and Spanish.
10. Organize and maintain program storage areas; inventory of program supplies, shopping for weekly groceries and produce pick up for all programming
11. Administer evaluation tools to partners and community participants as needed; participate in routine quality assurance checks to ensure program fidelity.
12. Maintain electronic program records, including but not limited to, logging, tracking and analysis of program activities and client/site participation. Prepare and submit monthly progress reports.
13. Cultivate relationships with schools and community organizations through speaking engagements, nutrition education and other activities.
14. Participate in Gleaners' fundraising activities as needed/per request.
15. Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities.
16. Promote and enable a positive work environment where team members feel empowered, engaged and connected to Gleaners mission and strategic plan.
17. Foster a culture of professionalism, team cohesion and accountability.
18. Other duties as assigned.

### **Scope of Position**

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

### **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, Nutrition, Public Health, Education, Dietetics and/or related field preferred.
2. Fluency in English and Spanish (speaking, reading, writing), required.
3. Minimum of 1 year experience facilitating nutrition or health education programming, required.
4. Minimum of basic cooking skills and nutrition knowledge, required. More advanced skills and knowledge preferred.
5. Clear, timely and professional communication and relationship skills, required.
6. Experience and passion for working with diverse populations, required.
7. Ability to work both independently and collaboratively with a team, required.
8. Flexibility of scheduling, including evenings and occasional weekends, required.
9. Strong organizational skills and demonstrated ability to multi-task, required.
10. Previous experience implementing community-based programs, preferred.
11. Experience utilizing social media platforms such as Facebook Live, Facebook Premier and/or TikTok, strongly preferred.
12. Experience creating and/or editing video content a plus.
13. Understanding of communities in southeast Michigan, strongly preferred.
14. Valid driver's license and proof of insurance, required.
15. ServSafe food safety certification a plus.

### **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.

### **Equipment**

The position requires 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, the employee is frequently required to speak, hear and use hands. Moderate amounts of walking as well as long periods of walking or standing are required.

**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 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. Remote work as required.

**Remote Work**

Under usual circumstances, the essential duties and responsibilities of this position require the Bilingual Specialist to report to the warehouse and in the field 75% 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.