

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

Job Title: Program Coordinator
Reports To: Program Manager
FLSA Status: Non-exempt
Department: Community Engagement
Last Update: September 2022

The **Program Coordinator** 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. Educational content for this program focuses on healthy cooking, nutrition, and food budgeting. Ensure coordination is in accordance with Cooking Matters' national evidence-based program implementation guidelines.
2. Coordinate and implement nutrition education and wellness-related interventions 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.
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.
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; other administrative tasks as needed.
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 program records in Excel and other platforms as applicable, 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

Customer Contact: High
Volunteers: High

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

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. Minimum of 1 year experience facilitating nutrition or health education programming; must also possess basic cooking skills and nutrition knowledge. More advanced skills and knowledge preferred.
3. Must have the ability to work both independently and collaboratively with a team; must possess professional communication relationship building skills.
4. Flexibility of scheduling, including evenings and occasional weekends, required.
5. Strong organizational skills and demonstrated ability to multi-task.
6. Demonstrated commitment to creating and supporting a diverse, equitable and inclusive environment in the workplace and within the communities we serve.
7. Previous experience implementing community-based programs, preferred.
8. Experience utilizing social media platforms such as Facebook Live, Facebook Premier and/or TikTok, strongly preferred; Experience creating and/or editing video content a plus.
9. Demonstrated experience and passion for working with diverse populations; understanding of communities in southeast Michigan, strongly preferred.
10. Valid driver's license and proof of insurance, required.
11. ServSafe food safety certification a plus.

Language Ability

Fluency in English.
Excellent verbal and written skills.

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 (Microsoft 365 preferred). 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