

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: November 2022

The **Program Coordinator** is responsible for the day-to-day coordination of the Cooking Matters Program operated in partnership with Generation with Promise (GWP) of Henry Ford Health (HFH) (.7 FTE/70% of time) The remaining time (.3FTE/30% of time) will support Gleaners'-run nutrition education programming.

Essential Duties and Responsibilities related to GWP Cooking Matters programming (approximately .7 FTE/70% of time) include the following:

- Coordinate Cooking Matters programming in accordance with stated national program implementation guidelines and USDA SNAP Ed requirements.
- Provide support for other Henry Ford GWP programs as needed, including programming with youth and seniors.
- Perform administrative tasks which includes but not limited to: maintaining program storage areas; taking inventory of program supplies; shopping for weekly groceries and weekly produce pick up for all Henry Ford GWP programming.
- Produce monthly reporting of program expenses and compile reports of program outcomes.
- Cultivate relationships with schools and community organizations through speaking engagements, culinary and nutrition education, and other activities.

Essential Duties and Responsibilities related to Gleaners' Nutrition Education Programming (approximately .3 FTE/30% of time) may include the following:

- As needed, provide facilitation support for Gleaners'-run Cooking Matters' programming at assigned sites.
- Coordinate/support activities related to virtual programming and social media, such as content creation, production and/or sharing content.
- Communicates regarding special projects and expected deadlines with Program Manager.
- Produce monthly reporting of program expenses and compile reports of program outcomes.
- Support nutrition education programming at mobile and stationary pantries.
- Support Food Zoo Garden activities as directed.

Other Essential Duties and Responsibilities

- Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities.
- Promote and enable a positive work environment where team members feel empowered, engaged and connected to Gleaners mission and strategic plan.
- Foster a culture of professionalism, team cohesion and accountability.
- 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

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

- Bachelor's degree in, Nutrition, Public Health, Education, Dietetics and/or related field preferred.
- Minimum of 1 year experience facilitating nutrition or health education programming, required.
- Minimum of basic cooking skills and nutrition knowledge, required. More advanced skills and knowledge preferred.
- Clear, timely and professional communication and relationship skills, required.
- Experience and passion for working with diverse populations, required.
- Ability to work both independently and collaboratively with a team, required.
- Flexibility of scheduling, including evenings and occasional weekends, required.
- Strong organizational skills and demonstrated ability to multi-task, required.
- Previous experience implementing community-based programs, preferred.
- 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.
- Gardening experience, a plus
- Understanding of communities in southeast Michigan, strongly preferred.
- Valid driver's license and proof of insurance, required.
- ServSafe food safety certification a plus.

Language Ability

Fluency in English (speaking, reading, writing).

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, standard garden hand tools, residential and commercial kitchen equipment, and 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 community locations. These duties are performed both indoors/outdoors year-round. All recipe tastings must also be prepared offsite at a licensed kitchen.

Remote Work

As needed with supervisor approval, 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