Gleaners Community Food Bank of SE MI
Job Description

Job Title: Bilingual Program Specialist (English-Arabic)
Reports To: Program Manager
FLSA Status: Non-exempt
Department: Community Engagement
Last Update: February 2024

The Bilingual Specialist (English-Arabic) 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.

Note: All applicants must submit both their resume and cover letter to be considered for the position.

Essential Duties and Responsibilities
1. Coordinate and facilitate virtual and in-person Cooking Matters (CM) and Food Smarts (FS) classes for youth, parents and older adults facing food insecurity in Gleaners’ five county service area, in both English and Arabic.
2. Educational content for this program focuses on healthy cooking, nutrition, and food budgeting.
3. Ensure coordination is in accordance with national evidence-based program implementation guidelines.
4. Coordinate and implement nutrition education and wellness-related interventions in English and Arabic at Gleaners’ 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.
5. Coordinate/support activities related to Gleaners’ virtual programming and social media accounts, such as content creation, production, editing and/or posting content.
6. Develop nutrition education materials such as recipes, tip sheets, and video content to support food access sites and their guests, in both English and Arabic.
7. Translate program materials and curriculum as needed, English - Arabic.
8. Develop and implement strategies to improve reach and meet the needs of our Arabic-speaking communities in southeast Michigan.
9. Assist with the promotion and outreach to potential sites and volunteers in English and Arabic; other administrative tasks as needed.
10. Cultivate relationships with schools and community organizations through speaking engagements, nutrition education and other activities.
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.

Language Ability
Fluency in both English and Arabic.
Excellent verbal and written skills in both languages.

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. Fluency in English and Arabic (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.
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.
14. Valid driver’s license and proof of insurance required.
15. ServSafe food safety certification a plus.

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, 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.