Community Nutrition Manager

Reports To: Director of Programs

Hours: Full-time, exempt, Monday through Friday
(Majority of daily work assignments will be based in Santa Clara County)
Primarily 8:00 a.m. to 5:00 p.m. (Flexible hours, some evening and weekend hours are necessary)

Supervises: Community nutritionists, interns and volunteer Health Ambassadors

Salary: Commensurate with experience. Health benefits, Flexible Time Off (FTO), holidays and retirement plan.

Second Harvest Food Bank of Santa Clara and San Mateo Counties (SHFB) is the trusted leader dedicated to ending local hunger. Since its inception in 1974, SHFB has become one of the largest food banks in the nation, providing food to more than one quarter of a million people each month. The Food Bank mobilizes individuals, companies, and community partners to connect people to the nutritious food they need. More than half of the food distributed is fresh produce. Second Harvest also plays a leading role in promoting federal nutrition programs, including CalFresh (food stamps), and educating families on how to make healthier food choices. To ensure anyone in our community who needs a meal can get one, Second Harvest Food Bank partners with more than 300 nonprofit agencies to provide food at more than 770 sites throughout Santa Clara and San Mateo counties, including pantries, soup kitchens and shelters. Second Harvest is one of only a few food banks in the nation that does not charge its partners for the food it provides.

Purpose of the Position:

Lead and manage the Community Nutrition Program. Ensure compliance with nutrition education grants, including complex tracking and evaluation protocols. Plan, implement and evaluate culturally competent nutrition education interventions to diverse and low-income populations by providing nutrition, health, food safety and sanitation, and consumer information to SHFB partner agencies and program participants in Santa Clara and San Mateo Counties. Improve the nutritional status and promote the general well-being of low-income families and individuals. Provide support on safe food handling to Food Bank staff.

Duties and Responsibilities:

SECOND HARVEST FOOD BANK of SANTA CLARA and SAN MATEO COUNTIES
Need Food? (800) 984-3663 | Want to Donate? (866) 234-3663
www.SHFB.org

Providing food for people in need in our community.
Management:

1. Provide leadership and management for SHFB’s community nutrition programs, including support to staff with professional development goals.
2. Manage all nutrition related grants for compliance and reporting requirements. Work with the SHFB Community Nutritionists and grantors to ensure that all grant requirements are met.
3. Work with appropriate staff to provide communication on hunger, nutrition and related issues to the public through educational materials, social media and the SHFB web site.
4. Develop plans to improve agencies’ use of services offered by Second Harvest Food Bank and other resources.
5. Develop the nutrition department annual work plan collaboratively with staff and the Director of Programs.
6. Supervise staff, students, volunteers, and other placements staff to achieve the goals of the SHFB strategic plan, and the Programs and Services plan, including the nutrition department plan.
7. Assume responsibility for assisting with the implementation of assigned areas of the operational and/or strategic plan in the period approved by the Board of Directors.
8. Provide back-up support and perform other duties as assigned by the Director of Programs to satisfactorily overall organizational goals and objectives.

Nutrition / Food Safety Education

1. Provide nutrition, health, food preparation, food safety and sanitation workshops and activities to Brown Bag seniors, Family Harvest families, Produce Mobile and Mobile Pantry clients, partner agencies and targeted community groups such as children, limited English speakers, and the geographically isolated.
2. Provide technical assistance and training to agency partners in community nutrition and food safety.
3. Research, design and implement a culturally competent nutrition education program to include evidence-based written materials and training modules that address the nutrition requirements of agencies and clients. Clientele includes, but is not limited to:
   - non-English speaking populations
   - limited literacy
   - homeless people
   - children; and, 
   - individuals living with health conditions that are nutrition related
4. Provide or obtain accurate, culturally-sensitive translations for written material and/or oral format designed for training workshops or distribution.
5. Maintain and promote the Nutrition Resource Room to our collaborating agencies. Act as a resource for community based agencies on how to best utilize food provided by the Food Bank.
6. Work in conjunction with community based organizations, such as University of California Cooperative Extension, Women Infants and Children, Public Health Departments, to leverage services offered to both partnering agencies and clients assisted with Food Bank services.
7. Provide guidance to and serve as an in-house resource for Food Bank staff in determining nutritional quality and safety of food donations and food handling processes.
8. Provide guidance to and serve as an in-house resource for Food Bank Inventory staff to implement and assess the nutrition quality measurement tool for donated and purchased food.
9. Represent the Food Bank on community committees as appropriate.
10. Prepare reports and provide statistical data as deemed appropriate.
Minimum Qualifications:

1. Bachelor’s degree from an accredited college in a field in nutrition, health education, public health, or related field.
2. Minimum of 4 years paid professional experience as a nutrition educator, including at least two years as a community nutritionist.
3. Serv Safe Manager’s Certificate or comparable food safety and handling certification. If do not currently possess must obtain within the first two months of employment.
4. Strong verbal and written communication skills; fluent in English.
5. Experience developing culturally and linguistically appropriate, evidence-based curricula and community education materials to address the nutrition requirements of agencies and clients.
6. Demonstrated experience in group presentations and training workshops with diverse audiences.
7. Demonstrated public speaking experience.
8. Proven analytical ability, along with the skills to manage information and data from a number of sources. Spreadsheet skills a must.
9. Proven experience in writing articles and newsletters; experience with generating reports and documenting deliverables.
10. Experience in food safety and sanitation with ability to provide training to SHFB staff and partner agencies.
11. Demonstrated experience supervising and mentoring students, volunteers or staff.
12. Working knowledge of public and private community service resources in San Mateo and Santa Clara County.
13. Ability to work constructively with individuals (agency staff, the public, and volunteers) from a variety of socioeconomic backgrounds in culturally diverse work environments.
14. Ability to manage projects and staff in a collaborative fashion with minimal supervision; apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form: deal with problems involving several variables.
15. Fluency in Vietnamese or Spanish.
16. Demonstrated ability or training in Microsoft Word Office Suite of applications.
17. Possession of a valid California Class C driver's license and a clean DMV record. Willingness to drive personal vehicle, as necessary. Compensation for business mileage is reimbursable at standard IRS rate.
18. Up to 1/2 of the time: remaining in a seated position while using a PC, telephone and other applicable office equipment, or reading information from a PC monitor and enter data using a PC keyboard. Must be able to lift and carry up to 30 lbs.

Skills and experience preferred but not required:

1. Registered Dietitian or RD eligible
2. Graduate degree in Public Health, Community Nutrition or related field.

To Apply:

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Providing food for people in need in our community.
Due to the large number of resumes we receive, candidates who adhere completely to our application requirements will receive prioritized review of background and qualifications.

Please email a cover letter and resume, clearly indicating your salary requirements and include a statement as to how you believe you can contribute in the position and to Second Harvest Food Bank’s purpose and values. Include your name and “Community Nutrition Manager” in the subject line of your email. No relocation support available.

- E-mail: jobs@shfb.org
- Web site: www.shfb.org

EOE

UNDER-REPRESENTED GROUPS ARE ENCOURAGED TO APPLY

Note: This job announcement is intended to provide an overview of the requirements of the position. It is not necessarily all-inclusive; the job may require other essential and/or non-essential functions, tasks, duties or responsibilities not listed herein. Management reserves the sole right to add, modify or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job announcement is intended to create a contract of employment of any type. Employment is "at will" and may be terminated at any time by the employee or employer with or without cause or notice.