



**Second Harvest Food Bank Santa Cruz County
Nutrition Education Coordinator
Non-Exempt
\$49,290-\$53,671 DOE**

About Us:

Come join Second Harvest Food Bank of Santa Cruz County! We are the first food bank in the State of California, and the second in the nation. We pride ourselves in providing 10 million pounds of food annually to over 65,000 people per month through our network of 150-member agencies and programs. We believe that a thriving community is one where everyone has access to nutritious food to support their health and wellbeing. Our team is dedicated to inspiring and supporting our community to provide nourishment for all community members.

Second Harvest seeks to attract and retain a diverse workforce that brings a broad range of perspectives and experiences to our work. We value lived experience alongside learned experience and we encourage you to apply, even if you don't believe you meet every one of our qualifications. We welcome applications from all qualified individuals.

About the position:

The Nutrition Education Coordinator maintains a portfolio of nutrition program sites where they ensure smooth food distributions and culturally relevant nutrition education. The NEC is responsible for ensuring that the nutrition education provided at program sites is consistent and of high quality, including writing lesson plans, delivering mock lessons to programs staff, training team members and nutrition ambassadors to present the nutrition education lesson plans, and providing individual coaching to the participants as needed. The Nutrition Education Coordinator is committed to the mission of Second Harvest Bank and demonstrates this through a strong work ethic and a dedication to SH's core values; working with the rest of the Programs Department to help break down the food insecurity cycle in our community.

REPORTS TO: *Nutrition Education Manager*

JOB SUMMARY:

Nutrition Education Specialization: 40%

- Establish cooking clubs as a way of cultivating deeper food literacy in the community
- Execute cooking clubs out in the community with the intention of specific populations such as youth, prenatal, prediabetes

- Deliver skills-based nutrition education and cooking education presentations, provided in a bilingual presentation (Eng./Spa.)
- Work with the Nutrition Education Manager to create community-specific nutrition curricula and materials to promote SH Cooking Clubs, including bilingual nutrition education resources such as flyers and PowerPoints
- As appropriate, use Popular Education as a framework to engage with the community and deliver nutrition education
- Promote consumption of fresh produce and healthy foods through food demonstrations, recipes, workshops, and innovative programs
- Conduct engaging nutrition education at designated sites; collaborating with Nutrition Education Program Manager as needed for training and development

Program Site Portfolio: 35%

- Manage operations and logistics at designated portfolio sites, ensuring a smooth distribution experience for participants
- Ensure each direct distribution site has a Nutrition education component
- Build community and relationships with site volunteers and participants connecting to common values
- Communicate any program-site-related issues with the supervisor and/or team to collaborate on solutions
- As needed, collect data (demographics, participant, or volunteer surveys) at sites within the portfolio in order to contribute to shared knowledge
- Collaborate with supervisor on attendance goals at designated sites; work collaboratively with the team to boost attendance or close sites that are under specified cut-point

External Partnerships: 10%

- Attend and represent the Programs Department and SHFB in a professional manner at external meetings assigned by the manager
- Build a strong network with outside agencies to provide a diverse range of resources to support community health during food distributions
- Build and maintain a farmworker network, focused on healthy nutrition
- Build and maintain a network for the unhoused community, focused on healthy nutrition
- Collaborate on special events with other organizations as a way to foster collective impact, as approved or assigned by your manager

Customer Service: 10%

- Serve as the face of the Food Bank; representing the organization with a high level of customer service, both in the office and in the community

- Develop and maintain effective working relationships and deal tactfully and cooperatively with staff members, volunteers, agencies, community organizations, participants, and potential donors
- Communicate effectively and respectfully with people of different racial, ethnic, and cultural groups, different backgrounds, and lifestyles, demonstrating knowledge of, and sensitivity to, their needs.

Other: 5%

- Prepare correspondence, attendance tracking, reports, forms, and schedules in a timely manner; proofread typed and other materials for accuracy, completeness, and correct language usage
- Generate performance reports for grant compliance; create or collect supporting materials and documentation for grant proposals and applications
- Participate, as needed, in special SHFB food bank events to educate the community and promote the goals of the food bank and its nutrition program
- Other duties as required

QUALIFICATIONS:

Training and Experience

- Experience working with under-resourced/served communities, or experience working in government, nonprofit or faith-based organizations
- Nutrition education and culinary experience preferred
- Experience with community outreach and engagement
- Bachelor's **OR** Associate's degree in Dietitian, Sociology, Psychology, Community Studies, Nutrition Science, Public Health, or another related field; **OR** two years of college course work **OR** equivalent education and experience equal to two years of experience for one year of education/course work **OR** High school diploma and equivalent experience.
- Ability to present information to a wide range of audiences in an inclusive and engaging manner

Knowledge/Skills/Ability:

- **Bilingual English/Spanish required. Bicultural strongly preferred.**
- Comfortable communicating respectfully with people from different racial, ethnic, and cultural groups, and from diverse backgrounds and lifestyles; sensitivity and understanding of diverse, socio-economic, cultural, disability, and ethnic backgrounds of residents in the community-at-large
- Experience with community engagement and knowledge of community resources (governmental, community, and social service organizations and their functions)
- High degree of flexibility, ability to multitask, and meet strict deadlines

- Strong personal computer skills, including spreadsheet and word processing to generate files and manipulate data, utilizing spreadsheet and word processing tools.
- Correct English and Spanish usage, spelling, grammar, and punctuation
- Basic filing and record-keeping methods and procedures
- Ability to maintain the confidentiality of participant information
- Promote SHFB and/or program to prospective participants and or the community

Additional Requirements

- Must have access to a motor vehicle, as well as valid auto insurance coverage.
- Must have a valid California Driver's License and a satisfactory driving record, as documented by a current MVR (will be obtained by the Food Bank's insurance carrier).
- Must pass a background and TB test as required by the Santa Cruz County Office of Education, in order to work at on-campus locations.
- It is the responsibility of all SHFB personnel to participate in our Food Safety/Food Defense programs.
- Demonstrate ethical business practices, in conformance with all state and federal laws and regulations.
- Commitment to serving vulnerable populations and ending hunger in Santa Cruz County
- Demonstrate full adherence to the Code of Conduct and all policies/procedures related to compliance.
- Adherence to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing, and documentation standards.
- Ability to meet the following physical requirements with or without reasonable accommodation:
 - Able to hear conversations on the phone and in-person. The person in this position frequently communicates with participants who have inquiries about their cases; must be able to exchange accurate information in these situations.
 - Must be able to sit at a desk or in a vehicle for long periods of time to perform certain job functions.
 - Be able to read, write, and interpret written reports, documents and manuals.
 - Able to safely lift or carry items weighing up to 25 pounds.
 - Bi-manual dexterity and able to use a computer keyboard.
 - Frequent standing and sitting throughout the day.
 - Frequently works in outdoor weather conditions.
 - Use hands to manipulate, handle, feel, and control items or equipment, including laptop computer and motor vehicle.
 - Climb up or down stairs.
 - The person in this position needs to frequently walk to various outreach site locations.
- Given the front-line nature of our work, there will be instances where staff are required to work a flexible schedule in order to respond to community needs. Advanced notice will be provided.

- In instances of a federal, state or locally declared emergency, Second Harvest is considered an essential service and emergency responder; all its employees may be called in to perform regular or emergent duties.

STANDARD WORK SCHEDULE: Start and end times vary but must be available between the hours of 7:00AM-7:00PM, Monday through Friday. Must be able to work weekday evenings in order to best reach the community. Occasional weekend work is required.

WORKSITE: 800 Ohlone Parkway, Watsonville, Ca 95076

WORK FROM HOME: Not Eligible

Benefits: For the employee: free dental and vision insurance (shared cost for dependents). Free life, long-term care, long-term disability, and AD&D insurances. Shared cost medical insurance: Kaiser and Blue Shield. Eligibility begins on the first day of month following 30 days of employment (i.e. if you are hired June 20th, you are eligible starting August 1st). This benefit package is valued at an average of over ten thousand dollars a year.

- **First year:** 15 vacation days, 12 sick days, and 10 holidays.
- **403(b) Retirement Plan:** Second Harvest matches employee contributions up to an annual cap.
- **Employee Assistance Program**

Job Details: This is a full-time, regular, non-exempt position with a competitive annualized hourly salary of \$49,290-\$53,671 DOE. Evening work is required and occasional weekend work may be required.

To Apply: Please submit your resume and cover letter at <https://www.thefoodbank.org/careers>

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Second Harvest is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.