



**Second Harvest Food Bank Santa Cruz County
Health and Wellness 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 Health and Wellness Coordinator will play a critical role in the development of the Healthy Food Box Program at Second Harvest Food Bank of Santa Cruz County. Reporting to the Health and Wellness Director, the Health and Wellness Coordinator will focus on member management, site-level communications, and assisting with program administration duties. The coordinator will facilitate the packaging process of the Healthy Food Program boxes and the creation of relevant education materials, working alongside the operations and nutrition education teams. The coordinator will be responsible enrolling members in the program, entering information into a secure database, pulling data reports, and administering member surveys in both English and Spanish, and collecting feedback from members to report to the Health and Wellness Director. The Health and Wellness Coordinator 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 program staff, training team members and nutrition ambassadors to present the nutrition education lesson plans, and providing

individual coaching to the participants as needed.

The Health and Wellness 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: Health and Wellness Director

JOB SUMMARY:

Youth INC: 45%

- Develop evidence-based Nutrition Education curricula appropriate for youth.
- Execute cooking clubs with the intention of cultivating deeper food literacy in the community.
- Coordinate and support Youth INC meetings, activities, and community events.
- Administer, collect, track, and report program evaluation and attendance data.
- Create and execute the Youth INC curriculum with feedback collected from Youth, Health and Wellness Director, Health and Wellness Manager, and Chief Programs Officer.
- Engage with the community and County High Schools to conduct outreach and recruitment for the program.
- Meet regularly with internal and external Partners such as: school districts, community-based organizations, and faith-based organizations.
- Collaborate with the Health and Wellness Manager and Health and Wellness Director as needed for training and development.

Healthy Food Box Program: 45%

- Member enrollment and survey administration in Spanish and English. Entry of member data into protected software and administering surveys and telehealth throughout the program
- Assisting with food box preparation- coordinating between supply chain to determine which food items meet food as medicine standards
- Coordinating food boxes for delivery each week, entering member info into the deliver service database, and communicating with the rest of the Health and Wellness team to ensure deliveries are made, report any issues that arise
- Coordinate with Health and Wellness Manager to identify appropriate and culturally relevant diagnosis recipes and education materials
- Implementing program workflows and feedback loops internally and externally to improve program
- Assist program manager with internal training and education on CalAIM program
- Translate program materials as needed

- Coordinate with community partners to provide wraparound services to members

Other: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 to promote the Nutrition Programs
- Generate performance reports for grant compliance; create or collect supporting materials and documentation for grant proposals and applications
- Support special projects as they arise
- 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
- Knowledge and interest in nutrition, diet-related chronic illness prevention and management, food justice, food as medicine, and community health.
- Excellent customer service skills including but not limited to empathy, tact and patience in working with diverse clients at varying stages of their health and wellness journey.
- Experience with community outreach and engagement
- Bachelor's **OR** Associate's degree in Kinesiology, 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 20-30 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 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 the 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.

Second Harvest will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if Second Harvest is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

The above statements are intended to describe the general nature and levels of work to be performed and are not intended to be an exhaustive list of all responsibilities and duties.

My signature on this document indicates receipt of a copy of this job description and my understanding and acceptance of these job responsibilities.

Employee Signature: _____

Date: _____