

San Antonio Food Bank

Job Description



Position Title: *Nutrition Education Coordinator*
Accountable to: *Nutrition Education Manager*

General Description:

The Nutrition Education Coordinator will implement the Nutrition Education curriculums (adults, children or preschool) in partnership with the nutritionists, dietitians, chefs and volunteers. Duties include scheduling and conducting nutrition classes with corresponding cooking demonstrations; recruiting and scheduling volunteers to be trained to teach classes and maintain and establish excellent relationships with community sites.

Responsibilities:

- Work with the Nutrition Manager to develop an operating plan to include specific goals for number, type of classes and number of participants per class according to programs goals and objectives.
- Coordinate activities such as recruitment of new sites, management and delegation of responsibilities to support staff, volunteers and interns.
- Participate in the promotion of the nutrition program through special appearances, health fairs etc.
- Work with SAFB partner agencies to support Nutrition Program efforts.
- Manage assigned program budget to implement classes and cooking demonstrations.
- Maintain, evaluate and develop relationships with new sites consistent with the goals in the operating plan.
- Provide sites with materials and information needed to host a Nutrition Education class and ensure the program procedures are followed.
- Ensure site selection of class participants meets program goals and criteria.
- Work to develop more substantial relationships with sites that could include the site taking on more responsibility for the classes and providing financial and other resources for the class.
- Recruit and maintain relationships with volunteer chefs, nutritionists and financial planners, who can teach classes, help with special events and fund raisers to provide office support.
- Plan/administer training sessions for all instructors.
- Provide volunteer instructors with materials/information needed to teach classes and ensure procedures are followed.
- Oversee volunteer instructors during each class ensuring they have the required materials.
- Work with chefs and sites to schedule classes with corresponding cooking demonstrations.
- Complete all necessary preparations for class to include shopping, class materials and equipment transportation.
- Meet all reporting requirements including the submission of class schedules, participant numbers, class demographic information and progress reports.

- Complete the evaluation process and other reporting documentation as necessary.
- Appoint and train site coordinators for each series of classes.
- Maintain an inventory to ensure all supplies/materials are present at each class session.
- Assist in gaining financial and in-kind contributions for the program.
- Assist in generating media coverage for the program.
- Identify and network with other anti-hunger/nutritional educational groups.

Qualifications:

- Nutritionist or Dietitian (Preferred)
- Bilingual (Spanish/English)
- Excellent written and verbal communication, experience in public speaking a plus
- Ability to manage time effectively and work independently with minimum supervision
- Experience in training and supervision
- Ability to work cooperatively with other staff, volunteers and agency personnel
- Orientation to detail, accuracy and meeting of deadlines
- Good judgment and discretion
- Ability to represent the Food Bank in a courteous and professional manner
- Possession of a current Texas Driver's license and clean driving record
- Access to reliable transportation

Send Resumes with a Cover Letters to hfsafb@safoodbank.org