

NUTRITION COORDINATOR

The Food Bank of Western Massachusetts, located in Hatfield, Massachusetts has a mission to feed our neighbors in need and lead the community to end hunger. In Berkshire, Franklin, Hampden and Hampshire Counties in Western Massachusetts, approximately one in every eight people suffers from chronic food shortages or needs emergency food assistance. In some areas, rates of hunger and food insecurity are more than six times higher than the Massachusetts statewide average.

Currently, The Food Bank is in search of a **NUTRITION COORDINATOR**. This position reports directly to the Director of Programs. The position overview:

The Nutrition Coordinator will create and conduct programs to further The Food Bank's mission of feeding our neighbors in need and leading the community to end hunger. This work will include assessing the community nutrition education needs of our member agencies (food pantries, meal sites, and shelters) and their clients, and providing audience-specific nutrition programs. This position requires extensive driving throughout the four counties of Western Massachusetts.

ESSENTIAL FUNCTIONS

- Plan and conduct audience-specific nutrition activities for Food Bank member programs, their staff, and clients. Activities may include general nutrition workshops as well as workshops for seniors, youth, individuals in recovery from substance abuse, people with diabetes, and weight reduction. Other activities include food samplings, Cooking Matters supermarket tours, outreach to Mobile Food Bank and Brown Bag sites, and coordination of other nutrition-related trainings
- Reach out to member agencies to schedule nutrition events. Work with these programs to determine which events work best for them and their clients
- Communicate with member agencies and Food Bank staff to look for ways to promote and improve nutrition education for a variety of populations
- Develop plans with pantries and meal sites to help staff and volunteers set up signage and product displays for healthful eating and 'nudges' toward assisting clients with more nutritious intake
- Plan and implement an educational campaign to increase awareness and use of dietary guidelines by member agencies
- Work with Food Operations and Agency Relations staff to provide recipes to help distribute unfamiliar or less popular products and produce items for improved flow of inventory
- Assist with coordinating food safety and ServSafe trainings for member agencies
- Update lesson plans and handouts as needed, using standards based on USDA Dietary Guidelines
- Based on Feeding America recommendations, update nutrition programs and materials as needed
- Develop written materials for member programs and elder Brown Bag members, including articles/recipes for weekly and monthly newsletters as well as Food Bank website
- Assist with supervision of interns and volunteers
- Attend nutrition-related meetings as needed at The Food Bank and in the community
- Represent The Food Bank at various community meetings and events

WORKING CONDITIONS

- Must be able to lift and carry 25 pounds
- Must be able to stand for at least one hour
- Must be willing and able to drive extensively throughout the four counties of Western Massachusetts

JOB SPECIFICATIONS/ REQUIREMENTS

- Bachelor's degree in Nutrition. Background in health, nutrition, or community education.
- Excellent writing skills
- Proficiency in Windows, Outlook, PowerPoint, Excel and Microsoft Office
- Basic cooking skills and experience with recipe adaptation
- ServSafe Manager certification needed (can be acquired through The Food Bank after being hired)
- Must be comfortable working with individuals and families from a wide variety of ethnic, racial, and socioeconomic backgrounds
- Must be comfortable working with children and elders
- Reliable car and a positive driver's history

JOB PREFERENCES

- Awareness of multicultural dietary needs and cultural norms a plus
- Spanish language skills preferred

How to Apply: Please submit a cover letter and your résumé with the subject line NC-2019; or go directly to our website's Career Page at www.foodbankwma.org. The Food Bank of Western Massachusetts is an equal opportunity employer encouraging excellence through diversity and a Living Wage Employer.

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