



The Food Bank is looking for a Nutrition Coordinator to develop and lead creative, interesting, and audience-specific programs to engage people at our member agency food pantries, meal sites, and shelters throughout Western Massachusetts.

Check out the cookbook we released last year! [The Flexible Pantry \(adobe.com\)](#)

This position requires extensive travel throughout the four counties of Western Massachusetts. Some work can be done from home if desired. Our office and warehouse are currently located in Hatfield, MA, and we will be moving to Chicopee at the beginning of September!

The job description is below and the starting pay for this position is \$23.52/hour.

- ⇒ In addition to a great work environment, The Food Bank offers excellent health and dental coverage, a retirement plan with an employer match, 14 days of paid vacation to start, 12 paid holidays, and 10 paid sick days.

To apply and help us get to know you, send a cover letter with your resume to jobs@foodbankwma.org

JOB OVERVIEW

The Nutrition Coordinator creates and conducts programs to further The Food Bank's mission of feeding our neighbors in need and leading the community to end hunger. This includes 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 travel throughout the four counties of western Massachusetts.

REPORTING RELATIONSHIPS

Reports to: Direct Programs Manager
Supervises: Volunteers and Interns

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, 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
- Collaborate with partner agencies to implement and maintain SWAP Nutrition Guidelines to promote healthy options through categorizing the food we distribute
- 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
- Update lesson plans and handouts as needed, using standards-based on USDA Dietary Guidelines and Feeding America recommendations, and SNAP-ed approved curriculums
- 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

OTHER RESPONSIBILITIES

- Represent The Food Bank at various community meetings and events
- Attend nutrition-related meetings at The Food Bank and in the community
- Assist with coordinating food safety and ServSafe trainings for member agencies

WORKING CONDITIONS

- Must be able to lift and carry 25 pounds
- Must be able to sit or stand to present workshops for at least one hour at a time
- Requires extensive travel throughout the four counties of Western Massachusetts

JOB SPECIFICATIONS/ REQUIREMENTS

- Bachelor’s degree in Nutrition, and background in health, nutrition, or community education
- Excellent writing skills
- Proficiency in Windows, Outlook, PowerPoint, Excel, and Microsoft Office
- 1- 2 years of work experience
- Basic cooking skills and experience with recipe adaptation
- ServSafe Manager certification needed (can be acquired through The Food Bank within 6 months of 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 transportation and a positive driving history

JOB PREFERENCES

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

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, religion, age, disability, marital or familial status. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, or call 202/720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.