



Do you have a BA in Nutrition?

Are you eager to share your expertise with the community?

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 our cookbook! [The Flexible Pantry \(adobe.com\)](https://www.adobe.com)

This position requires extensive travel throughout the four counties of Western Massachusetts and some work can be done from home if desired.

The job description is below and the starting pay for this position is \$23.52/hour with a higher rate based on job preferences.

In addition to a great work environment, we offer a retirement plan with employer match, 80% Food Bank paid health insurance, 14 days of paid vacation to start, 12 paid holidays, 10 paid sick days, and excellent dental coverage.

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

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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. This includes direct education in nutrition workshops using SNAP-Ed approved curricula for seniors, youth, individuals in recovery from substance abuse, and people with chronic illness and food allergies. Other indirect activities include food samplings, recipe distributions, and outreach to Mobile Food Bank and Brown Bag sites.
- Create regular nutrition education and cooking demonstration videos, to be shared across the Food Bank's social media platforms and website in conjunction with Communications staff.
- Reach out to member agencies and community organizations to schedule nutrition events.
- 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 Food Operations 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 curricula.
- Develop written materials for member programs and Brown Bag members, including articles/recipes for weekly and monthly newsletters as well as Food Bank website
- Assist with supervision of interns and volunteers
- Collect data through participant surveys and input data into N-PEARS

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 trainings for member agencies
- Collaborate with Food Bank farm on nutrition education activities

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. 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
- Food Protection 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
- Additional experience

The Food Bank is an equal opportunity employer.

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.