



JOB POSTING
March 19, 2018

Wichita Falls Area Food Bank
1230 Midwestern Parkway
PO Box 623
Wichita Falls, Texas 76307

Job Description

POSITION: Nutrition Education Coordinator
REPORTS TO: Nutrition Services Director
SALARY RANGE: Based on Experience
DATE: Revised February 5, 2018

Summary of Position:

The Nutrition Education Coordinator (NEC) employed by the Wichita Falls Area Food Bank (WFAFB) is responsible for assisting the Nutrition Services Director in implementing nutrition and life skills curriculum for school aged children and food insecure clients in the WFAFB's 12-county service area. The NEC works to foster partnerships with WFAFB's partner agencies and programs as well as community organizations, as needed, to offer nutrition services to staff, volunteers, and clients. The NEC works with the Nutrition Services Director to develop relevant nutrition resources for partner agencies and food insecure clients.

Summary of Responsibilities:

- Assist in implementation and evaluation of Nutrition Education Services delivered by the Wichita Falls Area Food Bank.
- Maintain accurate records of and submit monthly, quarterly, and annual reports for Nutrition Education Services provided. Reports include those for internal use, for SNAP-Ed activities through the PEARS system and those for Share Our Strength Cooking Matters.
- Assist in updating curriculum regularly to reflect current nutrition education standards, trends, and regular program evaluation.
- Work with Nutrition Services staff and volunteers to conduct Cooking Matters 6-week class series, Cooking Matters at the Store, Cooking Matters "Exploring Food Together" and additional single session and series classes as needed.
- Foster an inclusive, safe and fun learning environment for volunteers and class participants.
- Ensure partner agencies, host sites and class participant's complete appropriate forms and evaluations to receive nutrition education services.
- Foster partnerships with schools and afterschool programs to bring at risk youth nutrition services including nutrition education classes and cooking activities.
- Recruit and respond to agency requests for programming, scheduling on-site and off-site class series, train-the-trainer workshops, nutrition education "nudges, and food demonstrations as appropriate. Assist

in evaluating food pantries participating in Healthy Pantry initiatives through the Environmental Assessment Tool.

- Assist with WFAFB special events and fundraisers that promote nutrition, hunger awareness and potentially generate financial or in-kind contributions.
- Participate in professional development relevant to job skills performance at least twice a year.
- Other duties as assigned.

Qualifications:

- Bachelor's degree and/or relevant work experience in dietetics, nutrition, community health, or related field, and/or the culinary arts. Additional education may be substituted for experience, and educational qualifications may be waived depending on work history.
- Certified as a Registered Dietitian preferred, not mandatory.
- Experience with program planning management and evaluation.
- Experience working with and training volunteers.
- Ability to effectively communicate with persons of diverse social-economic and educational backgrounds.
- Ability to manage multiple projects with attention to detail, ability to handle interruptions, maintain focus, meet deadlines and produce accurate work.
- Proficiency with Microsoft Windows and Office (Word, Excel, Outlook, Power Point) and standard office equipment.
- Ability to communicate effectively both orally and in writing. Ability to make presentations.
- Knowledge of food assistance programs, hunger issues, and/or experience with social service agencies preferred.
- Ability to establish and maintain effective working relationships with diverse stakeholders.
- Ability to work independently and part of a team.
- Safe driving record, current vehicle insurance and ability to use a personal vehicle for WFAFB business. (Mileage reimbursement for work travel)
- Ability to be certified in First Aid and Food Handling.
- Must be able to pass criminal background check.

Working Conditions:

Work is performed in a variety of office and community settings inside and outside the WFAFB. Employee will use computer and phones daily. Regularly lifts, moves and carries objects of up to 50 pounds, such as food and classroom supplies. Occasional work outside of normal working hours, such as evenings and weekends, and will drive frequently due to work performed in the community.

A major challenge of this position, as with all positions, is working in cooperation with the Board of Directors, staff, member agency representatives, volunteers and the general public in an effort to achieve the WFAFB's mission. This requires frequent communication with staff and occasionally performing tasks that are not specifically indicated in the job description. Evaluation will in part be based upon performance of the tasks listed in this job description. WFAFB has the right to revise this job description at any time. The job description is not a contract for employment.

Please email resumes to karanickens@wfab.org