

FOOD BANK OF WNY

JOB POSTING

POSITION TITLE: AGENCY AND NUTRITION OUTREACH COORDINATOR (FULL TIME)
REPORTS TO: AGENCY AND COMMUNITY PROGRAMS MANAGER

SUMMARY OF DUTIES: This individual will coordinate and be responsible for all Food Bank nutrition outreach programs. Responsibilities include coordinating and administering programs, presenting cooking classes for various programs, conducting site visits, and performing general administrative duties.

RESPONSIBILITIES:

- Coordinates and advocates all Food Bank nutrition outreach programs to schools and agencies.
- Presents Banking on Wellness programs to students and agencies, educating population about the importance of a healthy lifestyle through various means through: cooking/nutrition classes, health fairs, and agency visits.
- Implements the Just Say Yes to Fruits and Vegetables (JSY) Policy, System, and Environmental Change Strategy (PSE): coordinating The Garden Project Initiative, working with the Volunteer Coordinator to recruit and schedule volunteers, engaging agencies and clients in planting, weeding, harvesting, and maintenance of the Food Bank Community Garden.
- Assists in the preparation of the annual budgets for both Banking on Wellness and the JSY PSE FBWNY's Garden Project.
- Updates program literature as needed.
- Maintains relationships with donors, coordinators, agencies, and participants.
- Completes, reviews, and files various paperwork, reports and annual evaluations accurately, including site visit reports, standard monthly reports, and evaluations of JSY's PSE and Banking on Wellness in a timely manner.
- Acts as point person for receiving monthly report data from agencies, addressing any issues or concerns with agencies, and compiling data for final report.
- Conducts site visits and inspections as needed.
- Engages in team and staff meetings.
- Participates in Food Bank of WNY events.
- Supports the Food Bank of WNY's organization mission to fight hunger among the less fortunate.
- May perform administrative support for department and other duties as assigned.

QUALIFICATIONS REQUIRED:

- Bachelor's degree in Nutrition, Public Health, or Health Education.
or
- Bachelor's degree in another field with at least 3 credit hours in introductory nutrition and 6 credit hours in community health, public health, health education, food science; with two (2) years community outreach and education experience working with low-income populations
or
- Associate's degree in Nutrition with two (2) years community outreach and education experience working with low-income populations
- One (1) year community nutrition/public health experience working with low-income populations, including intern or volunteer experience; except where noted above
- Excellent organizational and time management skills
- Excellent communication skills, both written and oral
- Excellent interpersonal, presentation, and public relations skills
- Proficiency in MS Office products, including Word and Excel
- Demonstrated ability in teaching and public speaking
- Valid driver's license for travel; demonstrated ability to operate vehicles in a responsible and safe manner
- Ability to lift 20 pounds continually during the workday

QUALIFICATIONS PREFERRED:

- Current ServSafe or other food safety certification
- Registered Dietician or Dietetic Technician, Registered
- Two (2) years community nutrition/public health experience working with low-income populations, including intern or volunteer experience
- Previous volunteer experience at Food Bank of WNY
- Background/demonstrated experience in childhood development, dietetics, and/or gardening
- Energetic, enthusiastic, creative, responsible and reliable
- Ability to learn new computer software programs
- Able to take initiative and work independently
- Ability to adapt and grow in an expanding program

The Food Bank of WNY is an affirmative action/equal opportunity employer and is committed to respecting diversity and individual differences.

Interested and qualified candidates may respond in writing to:

**Elyse Burgher
Food Bank of WNY, Inc.
91 Holt Street
Buffalo, NY 14206
eburgher@foodbankwny.org**