About Second Harvest Food Bank

Second Harvest Food Bank of Santa Clara and San Mateo Counties (SHFB) is a trusted leader dedicated to ending local hunger. SHFB is one of the largest food banks in the nation, providing food to nearly one quarter of a million people each month – one out of every 10 local residents. SHFB is a $120 million revenue generating organization (including value of donated food) with a $34 million cash budget. SHFB also is a highly efficient operation, with over $.95 of every $1 going to programs that feed hungry people. After opening a fresh produce facility several years ago, SHFB is proud to distribute more fruit and vegetables than any food bank in the U.S.

Second Harvest enjoys the trust of thousands of local donors who continue to invest in our mission year after year. We are consistently recognized as a charity of choice from multiple sources:

- Charity Navigator has granted SHFB a 4-star rating for eight years in a row, placing us in the top 1% of charities nationwide.
- Readers from “Metro’s Best of Silicon Valley” voted Second Harvest as the Best Organization Making a Difference.
- In 2012, OpportunityKnocks.org ranked Second Harvest as the top nonprofit to work for in the country.

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Nutrition Education Coordinator</th>
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<tbody>
<tr>
<td>Reports To</td>
<td>Community Nutrition Manager</td>
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<tr>
<td>Supervises</td>
<td>Interns and volunteer Health Ambassadors</td>
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<tr>
<td>Location</td>
<td>Curtner Distribution Center – 750 Curtner Avenue, San Jose CA 95125</td>
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<td>Hours</td>
<td>Full-time, exempt, Monday through Friday (Majority of daily work assignments will be based in Santa Clara County) Primarily 8:00 a.m. to 5:00 p.m. (Flexible hours, some evening and weekend hours are necessary)</td>
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<tr>
<td>Compensation</td>
<td>Commensurate with experience. Health benefits, Flexible Time Off (FTO), holidays and retirement plan.</td>
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Purpose of the Position
The Nutrition Education Coordinator runs the nutrition education program in Santa Clara County in order to improve the nutritional status and promote the general well-being of low-income families and individuals.

The position includes the following major responsibilities:

- Developing, implementing, and evaluating nutrition education curricula tailored to meet client needs including on line education at sites, one-on-one consultations, and group classes
- Recruiting, training, and managing volunteer Health Ambassadors (30-40 volunteers)
- Ensuring compliance with nutrition education grants, including complex tracking and evaluation protocols
- Training and providing targeted technical assistance for food safety issues to direct sites and agencies in Santa Clara County
- Providing technical assistance with menu planning and ordering for clients
Duties and Responsibilities

Nutrition / Food Safety Education

- Help develop, teach, and evaluate culturally competent nutrition education at sites throughout Santa Clara. Curricula includes online education at distributions, six-week Cooking Matters courses, and one-on-one nutrition consultations with clients utilizing evidence-based written materials and training modules that address the nutrition requirements of agencies and clients. Clientele includes, but is not limited to:
  - non-English speaking populations
  - limited literacy
  - homeless people
  - children; and,
  - individuals living with health conditions that are nutrition related
- Provide technical assistance and training to sites in food safety.
- Maintain and promote the Nutrition Resource Centers including both the “NUT Center” and the “Nut Glass” warehouse room. Act as a resource for community based agencies on how to best utilize food provided by the Food Bank.
- Work with appropriate staff to provide communication on hunger, nutrition and related issues to the public through educational materials, social media and the SHFB web site. This includes newsletters, blog posts, and the Health Ambassador Facebook page.
- Work in conjunction with community based organizations, such as University of California Cooperative Extension, Women Infants and Children, Public Health Departments, to leverage services offered to both partnering agencies and clients assisted with Food Bank services.

Consultations and Menu Planning

- Provide guidance to and serve as an in-house resource for menu planning for clients, working with Food Resources team to assess the nutritional quality of purchased and donated food according to the Healthy Food and Beverage Policy.
- Provide guidance to and serve as an in-house resource for Food Bank staff in determining safety of food donations and food handling processes.
- Represent the Food Bank on community committees as appropriate.

Management

- Recruit, train, and manage student interns and volunteers (30-40 volunteers) to achieve the goals of the Nutrition Department.
- Develop the nutrition department annual work plan collaboratively with staff and the Community Nutrition Manager
- Provide back-up support and perform other duties as assigned by the Community Nutrition Manager to satisfactorily fulfill overall organizational goals and objectives.
- Prepare reports and provide statistical data as deemed appropriate.
- Represent the Food Bank on community committees as appropriate.

Other Duties as Assigned
Qualifications

- Proven experience developing and implementing nutrition education curricula.
- Bilingual English/Spanish with strong ability to read and write in both languages.
- Demonstrated experience working in low-income culturally diverse community settings and a basic understanding of the social determinants of health and how they can affect nutrition, access to food, and food choices.
- Ability to independently manage multiple projects, taking the initiative to improve the program and smoothly coordinate it while maintaining a very collaborative work style with the Nutrition team.
- Ability to make frequent changes in routine or pace of activity without loss of efficiency or composure.
- Demonstrated ability to communicate clearly and concisely, both orally and in writing.
- Demonstrated experience and skills with public speaking, including giving group presentations and training workshops with diverse audiences.
- Proven ability to manage and document deliverables and data from a number of sources. Spreadsheet skills a must.
- Ability to work constructively with individuals (agency staff, the public, and volunteers) from a variety of socioeconomic backgrounds in culturally diverse work environments.
- Demonstrated skills with Microsoft Word Office Suite of applications.
- Demonstrated ability to be timely in terms of handing in deliverables and maintaining agreed upon work hours.
- Possession of a valid California Class C driver’s license and a clean DMV record. Willingness to drive personal vehicle, as necessary. Compensation for business mileage is reimbursable at standard IRS rate.
- Up to ¾ of the time: Out at sites to implement nutrition education program.

Skills and experience preferred but not required:

- Degree in Public Health, Community Nutrition or related field.
- Demonstrated experience supervising and mentoring volunteers
- Working knowledge of public and private community service resources in San Mateo and Santa Clara County.

To Apply

Due to the large number of resumes we receive, candidates who adhere completely to our application requirements will receive prioritized review of background and qualifications.

Please email a cover letter and resume, clearly indicating your salary requirements and including a statement as to how you believe you can make a positive impact in the position and to Second Harvest Food Bank’s philanthropic purpose and values. Include your name and “Nutrition Education Coordinator” in the subject line of your email. No relocation support available.

- Email: jobs@shfb.org
- Website: www.SHFB.org
EOE

UNDER-REPRESENTED GROUPS ARE ENCOURAGED TO APPLY

Note: This job announcement is intended to provide an overview of the requirements of the position. It is not necessarily all-inclusive; the job may require other essential and/or non-essential functions, tasks, duties or responsibilities not listed herein. Management reserves the sole right to add, modify or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job announcement is intended to create a contract of employment of any type. Employment is “at will” and may be terminated at any time by the employer or employer with or without cause or notice.