



SLO **FOOD BANK**

County Partnership for Hunger Relief

Position Title: Nutrition Outreach Coordinator
Reports to: Nutrition Program Manager
Job Classification: Full-time, Non-exempt

Summary:

The Nutrition Outreach Coordinator (NOC) promotes educational programs that focus on nutrition, food choice and meal preparation. The position works in coordination with the Nutrition Program Manager, program staff, and partner organizations to carry out health-related community awareness campaigns, educational programs, and promotional activities, which benefit Food Bank clients throughout San Luis Obispo County. This position is grant funded through May 2023.

Principle Duties & Responsibilities

The principal duties and responsibilities of this position include:

- Develops and delivers wellness and nutrition education classes and healthy cooking demonstrations.
- Leads presentations and outreaches and provides health information and guidance to individuals and community groups.
- Distributes information to clients through a variety of communication methods.
- Coordinates with outside agencies to maximize resources and information available to Food Bank clients.
- Collects, tracks, and analyzes data; participates in evaluating the effectiveness of program materials and methods to meet grant guidelines.
- Ensures timelines are met; assesses quality and quantity of work performed.
- Assists with monitoring program expenditures and community data.
- Assists in food preparation for community outreach activities.
- Provides training and support to nutrition education staff, volunteers, and interns.

Qualifications

An applicant will have the following qualifications:

- Passion for SLO Food Bank Mission.
- Strong desire to compassionately serve struggling members of our community.
- Demonstrated proficiency at teamwork and collaboration.
- Passion for SLO Food Bank Mission.



SLO FOOD BANK

County Partnership for Hunger Relief

- At least three years of relevant field experience in social services and community organizing or related field.
- Background in program coordination and project management.
- Experience working with volunteers of all ages from diverse socioeconomic and ethnic backgrounds.
- Ability to manage multiple projects with strong attention to detail; ability to handle interruptions, maintain focus on tasks and produce accurate work.
- Ability to work both in a team setting and to work independently, take initiative, set priorities and to solve problems independently.
- Excellent oral and written communication skills.
- Knowledge of food safety issues, with eventual ServSafe certification.
- Bachelor's or associate degree, bachelor's preferred.
- Strong cultural competence; ability to build positive relationships with a wide variety of stakeholders including donors, volunteers for faith-based, grassroots organizations and residents seeking emergency food assistance.
- Customer/client service, outgoing and willing to engage people in a public setting.
- Excellent organizational and time management skills with high attention to detail
- Bilingual (Spanish, English) strongly preferred.

Distinguishing Characteristics

- **Teamwork:** Contributes harmoniously as member of the Food Bank team.
- **Compassion:** Genuinely cares about provide caring services to people in need. Is kind to all.
- **Embraces Diversity:** Gives respect to all people at all times without exception.
- **Hard Working:** Is a self-starter, completes tasks, and is dependable.

Requirements:

- Must possess a valid Driver's License, clean driving record, proof of insurance, and reliable transportation.

Salary Range:

\$18.50-\$22.00/hour plus benefits.

Work Conditions and Physical Demands

Work conditions and physical demands may include:



SLO FOOD BANK

County Partnership for Hunger Relief

- The ability to stand for extended periods of time; the ability to see details at close range (within a few feet of the observer); to lift, carry, and load up to 50 pounds.
- Must be able to bend, stoop, climb, and crouch repeatedly throughout the day.
- Long term standing, walking and kneeling required.
- Variable work environment: work is conducted both indoors and outdoors with varying environmental conditions. Indoor facilities kept at cold temperature, so warm clothing is required. Noise level varies from quiet office environment to very noisy warehouse. Exhaust and dust may be present in the warehouse receiving area.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Opportunity Employer

The Food Bank Coalition of San Luis Obispo County is an at-will, equal opportunity employer and does not unlawfully discriminate on the basis of race, creed, national origin, genetic information, disability, sex, marital status, age, or any other protected status covered by federal or state law. This job description does not constitute an employment agreement and is subject to change.