



NUTRITION COORDINATOR Position Announcement

**Application Dates:
February 22, 2019-March 22, 2019**

(Note: Resumes will be reviewed on a rolling basis until position is filled or deadline.)

ABOUT US:

Since 1981, the Foodbank of Southeastern Virginia and the Eastern Shore, a member of Feeding America™ and the Federation of Virginia Food Banks, has been providing food for hungry people throughout Southeastern Virginia and on the Eastern Shore. In our mission to lead the effort to eliminate hunger in our community, the Foodbank has distributed over 331 million pounds of food equating to over 276 million meals throughout our 4,745 square mile service area, which includes the cities of Norfolk, Portsmouth, Chesapeake, Suffolk, Franklin and Virginia Beach as well as the counties of Southampton, Northampton, Sussex, Isle of Wight and Accomack. During fiscal year 2017-2018, the Foodbank distributed over 18 million pounds of food equating to approximately 15 million meals to the community.

POSITION OVERVIEW:

The Nutrition Coordinator is an important member of our Strategy and Innovation Department and Program team. This position reports to the Foodbank's Nutrition Manager.

This position will coordinate and assist in managing all Nutrition outreach programs including Kids Cafe and Backpack sites and their relationship with the Foodbank.

RESPONSIBILITIES:

- Assists with all aspects of the CACFP, Summer Feeding Program, and Backpack Program.
- Coordinates assigned segments of the Nutrition outreach programs, including fostering relationships with Kids Cafe and Backpack site coordinators.
- Collects and enters data for all Nutrition reports, confirming accuracy and providing onsite training as needed.
- Monitoring of Kids Cafe and Backpack sites to ensure compliance with Feeding America and USDA rules and regulations, as well as food safety guidelines.
- Tracks all Feeding American and USDA documents including Contracts, Background Checks, and Health & Fire Permits.
- Assists with the creation of Kids Cafe menus and oversees all aspects of AE3 (Agency Express).
- Oversees creation of Backpack pick tickets.
- Confirms that all Backpack Schools and Adopt-a-Site Partners are current with their Food Safety Training and all Kids Cafes are staffed with at least one Certified Professional Food Manager.
- Provides support for the Child Nutrition Advisory Council as a member and secretary.
- Serves as a member of the Foodbank's Food Safety Committee.

- Plan and conduct audience-specific nutrition activities for FSEVA partner agencies, their staff, and clients.
- General nutrition workshops as well as workshops for children and seniors.
- Activities include food samplings, cooking demonstrations, outreach to Mobile Pantries, Backpack and Kids Cafe sites.
- Coordination of other nutrition-related trainings.
- Setting up produce displays for health eating and nudges.
- Coordinating food safety and ServSafe training for member agencies.
- Develop nutrition activity handouts to children participating in qualified feeding programs such as CACFP, Kids Cafe, SFSP and Backpack Programs.
- Develop recipe books containing simple recipes utilizing USDA, purchased, produce, and donated food items at the FSEVA and will assist in distributing them to partner agencies and program sites.
- Communicate with member agencies and Foodbank staff to look for ways to promote and improve nutrition education for a variety of populations.
- Establish working resource library to provide information to partner agencies regarding nutrition, meal planning, food handling and food sanitation.
- Establish new community partnerships, and maintain existing partnerships at sites where Nutrition education activities and classes can be conducted.
- Assist with supervision of interns and volunteers.
- Work closely with the Regional Outreach Coordinators in attending community events to promote healthy eating. These events include health fairs, community events, and farmers markets.
- Attend collaborative meetings and trainings with community and regional partners working on nutrition education.
- Commit to and understand the FSEVA's mission. This includes active participation in sharing the mission, vision and values of the organization, internally and externally, creating a culture of active philanthropy for and through all staff.
- Supervise volunteers during tasks/assignments and show/share responsibility for the overall Volunteer Experience at the Foodbank.
- Complete other tasks as assigned or requested by the direct supervisor, department head or Senior Management.

WORK HOURS/SHIFT:

- Monday-Friday; Full-Time hourly the job requires some weekend and evening work required for meetings, and special events.

Education:

- Minimum: Bachelor's degree in Nutrition or related field preferred with relevant work experience in child feeding or nutrition programs.

Experience:

- Minimum: 1 year of Child Nutrition feeding experience, with credit for student internship and volunteer experience.
- Preferred: 2 year Child Nutrition feeding experience and volunteer coordination experience

Required Skills, Abilities & Certifications/Licenses:

- Relevant work experience in child nutrition or feeding programs.
- Demonstrated ability and comfort in speaking before large groups.
- Must be detailed oriented.
- Excellent interpersonal skills.
- Ability to pay close attention to detail, coordinate multiple tasks simultaneously and set priorities to meet deadlines.

- An ability to work with people from diverse backgrounds.
- Computer proficiency including knowledge of Microsoft Office Suite (Word, Excel, Outlook).
- Valid Driver's License and acceptable driving history

Nonessential Education, Skills and Experience (Preferred):

- Food Safety Manager's Certificate or equivalent

PHYSICAL DEMANDS:

While performing duties of this job, the employee may be required to do the following when working in the office or warehouse environment:

- The employee must, at times, lift and/or move up to 20 pounds when handling donations, documents and files in a mixed office and warehouse.
- Specific vision abilities required by this job include close vision while working with documents, computer screens, and filing.
- Regularly required to talk and hear when communicating with employees, donors, and clients.
- The use of hands and fingers are necessary to handle or feel documents and keyboards.

COMPENSATION AND BENEFITS:

A competitive salary with paid time off, matching retirement contributions, and employer-sponsored health benefits for individuals and their families are just a few of the incentives that make this an exciting opportunity.

The Foodbank of Southeastern Virginia and the Eastern Shore is an Equal Opportunity Employer. The Foodbank encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.

How to apply: If this sounds like the opportunity for you to serve our community and help eliminate hunger, please send a cover letter, resume and 5-year salary history to orfrecruiting@foodbankonline.org no later than March 22, 2019