



Position Announcement
Child Nutrition Coordinator

Application Dates:

May 4, 2022 (open) Until Filled.

Resumes will be reviewed on rolling basis until position is filled.

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 support of our mission, which is “leading the effort to eliminate hunger in our community” - the Foodbank has distributed over 300 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. For up-to-date information on the Foodbank, visit www.foodbankonline.org, Facebook, or Twitter.

Job Description:

The Child 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.

Work Hours/Shift: Monday-Friday; full-time, non-exempt; some weekend and evening work required.

Educational Achievement: Preferred: Bachelor’s Degree. A degree in Nutrition or related field preferred with relevant work experience in child feeding or nutrition programs.

Work Experience:

- Minimum: 1 year Child Nutrition feeding experience required.
- 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.
- Preferred: Food Safety Manager’s Certificate or equivalent.

Physical Demands: While performing duties of this job, the employee is regularly required to when working in office or warehouse environment.

- The employee must, at times, lift and/or move up to 25 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.
- Distance vision (clear vision at 20 feet or more); peripheral vision, depth perception and ability to adjust focus when operating equipment.
- Use hands and fingers to handle or feel and reach with hands and arms.
- The employee frequently is required to stand and or walk for extended periods of time.
- The employee must be able to climb or balance.
- The employee is occasionally required to stoop, kneel, crouch, or crawl.

Travel Requirements: Local and regional travel required. Some infrequent overnight travel required for training and conferences.

Job Type: Full-time

Pay: Starting at \$17.92 per hour

Benefits: Health, Paid Time Off, 12 Paid Holidays, 401K, Employee Development, Scholarship Program.

The Foodbank of Southeastern Virginia and the Eastern Shore is committed to the full inclusion of all qualified individuals. If a reasonable accommodation is needed to complete the application process please contact the employer directly at orfrecruiting@foodbankonline.org.

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.