



## **JOB POSTING**

### ***Community Health Education Programs Coordinator***

***Part-Time 16 hours per week***

***Temporary- May thru August***

*Inter-Faith Food Shuttle envisions a hunger free community. We feed our neighbors, teach self-sufficiency, grow healthy food, and cultivate innovative approaches to end hunger. As a member of Feeding America, the Food Shuttle distributes over 9 million pounds of food per year, 37% of which is fresh produce. From Grocery Bags for Seniors, Backpack Buddies, and School Pantries; to Community Health Education and Mobile Markets; Catering and Culinary Job Training; and Community Gardening and a 14-Acre Farm; we go directly to the point of need to empower people and overcome the burden of hunger.*

*The Community Health Education (CHE) Programs Coordinator is responsible for assisting with planning, organizing, and implementing CHE programs and activities, in addition to support with executing important operational duties as needed.*

#### **DUTIES AND RESPONSIBILITIES**

##### **Primary Responsibilities**

- Plans implementation, site coordinating and monitoring of all Community Health Education and Senior Nutrition programs and activities.
- Assists in lesson planning and development for virtual and/or in-person education.
- Develops educational inserts or program flyers for community partners, partner agencies, volunteers, and other internal staff members as needed.
- Trains and manages interns and volunteers for CHE and Senior Nutrition programs.
- Oversees CHE databases for evaluation and tracking purposes.
- Maintains updated program records and creates reports for grant reporting and evaluation.
- Provides technical support, gathers data for evaluation, and ensures program fidelity for all CHE programs.
- Promotes the CHE department and the Food Shuttle's mission at community outreach events.
- Work alongside RD to create lesson plans or instructor guide for monthly teleconference centered around Diabetes education. Teleconferences will be formatted as 3 teleconferences monthly for 1 hour with approximately 25 participants in attendance.
- Assist alongside RD development and revision of the Food Shuttle's Diabetes Education instruction materials, curriculum, handouts, and recipes utilizing evidence-based interventions and current research without offering medical advice.

- Willingness to learn and execute teaching methods, knowledge, and skills to support diabetes education which is appropriate to the patient's age, gender, cultural background, language, and education.
- Assists in providing 1:1 education individually tailored to specific participants nutrition care plan with short- and long-term goals, 2-3x per participant.
- Maintains current knowledge of current resources and refers patients to appropriate health care provider or alternative community resources when indicated.
- Ensures implementation of Food Shuttle and department policies and best practices.
- Follow Feeding America guidelines for food recovery and distribution.
- Lead volunteer groups and interns as needed

### **Secondary Responsibilities**

- Performs administrative tasks for the CHE department, as needed.
- Assists with planning, coordination, and implementation of Employee Wellness.
- Fills in on volunteer roles for programs when needed.
- Other duties as assigned.

### **QUALIFICATIONS**

- Bachelor's degree or degree in progress in Public Health, Health Education, Nutrition, or related field; or Associate degree in Public Health, Health Education, Nutrition, or related field with two years of experience in program development and coordination or equivalent educational experience.
- Current RD or eligible to sit for RD licensing exam preferred.
- The ability to relate to and understand the effects of food insecurity within our communities.
- Excellent interpersonal, verbal, and written communication skills.
- Ability to manage multiple tasks and projects
- Ability to research and analyze documents.
- Strong organizational skills.
- Proficient Microsoft Office Skills
- Experience using Canva and Podia
- Ability to set own schedule, manage multiple priorities and meet deadlines in a fast-paced environment.
- Flexibility to work some evenings and weekends as needed.
- Valid North Carolina driving license, insurable motor vehicle record and access to reliable personal vehicle.

### **CORE COMPETENCIES**

- **Fostering Teamwork:** As a team member, the ability and desire to work cooperatively with others on a team; as a team leader, the ability to demonstrate interest, skill, and success in getting groups to learn to work together.
- **Managing Change:** The ability to demonstrate support for innovation and for organizational changes needed to improve the organization's effectiveness; initiating, sponsoring, and implementing organizational change; helping others to successfully manage organizational change.
- **Initiative:** Identifying what needs to be done and doing it before being asked or before the situation requires it.

### **WORKING CONDITIONS**

- Work Environment: Work is value, goal and deadline oriented with frequent interaction with community partners.
- Primarily computer work in a climate-controlled office setting, with extended hours as needed.
- Some physical work in both warehouse and outdoor settings, in all weather conditions and temperatures is required.
- The noise level is typically moderate.

### **PHYSICAL REQUIREMENTS**

Ability to lift 50lbs repeatably.

### **EEO and Everify**

**Equal Employment Opportunity (EEO) [Inter-Faith Food Shuttle]** provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity.

**ADA Compliant: [Inter-Faith Food Shuttle]** is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact [HR department].

**Inter-Faith validates the right to work using E-Verify.** Inter-Faith will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

### **DIRECT REPORTS**

None

### **COMPENSATION & BENEFITS**

Pay Rate: \$20-\$25 per hour based on qualifications and experience. As a part-time temporary position, this position is NOT eligible for benefits or paid time off.

### **TO APPLY**

Please send **resume and cover letter** to [recruiter@FoodShuttle.org](mailto:recruiter@FoodShuttle.org)

***Inter-Faith Food Shuttle is an Equal Opportunity Employer. We respect and seek to build a team of individuals from diverse cultures, perspectives, skills and experiences.***