



## NUTRITION EDUCATION COORDINATOR

### COMPANY OVERVIEW

Feeding Tampa Bay food bank is a hunger relief organization who feeds the 600,000 hungry in West Central Florida. The Feeding Tampa Bay food bank is committed to building community awareness and creating an efficient food distribution network in a 10 county area.

### SUMMARY

The Nutrition Education Coordinator is responsible for coordinating health and nutrition education efforts across Feeding Tampa Bay service area. The position is designed to support the goals of Feeding America's National Office Foods to Encourage initiative, through utilization of the Nutrition Kitchen (cooking demonstrations), nutrition presentations, recipe-creation, and other methods as developed.

### JOB OVERVIEW

Email: [rthompson@feedingtampabay.org](mailto:rthompson@feedingtampabay.org)

Phone: No phone calls accepted

Employee Type: Full-Time, Non-Exempt

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in development, teaching, and evaluation of culturally competent nutrition education at sites throughout Feeding Tampa Bay's service area
- Deliver hands-on cooking and nutrition education efforts in School Pantries, Mobile and Produce Pantries, Publix Community Market, FoodRx, and other programs as identified
- Develop and maintain strategic relationships within the community to increase the visibility of the Nutrition Kitchen program and Feeding Tampa Bay
- Respond to agency requests for programming and scheduling of cooking demonstrations as appropriate
- Oversee inventory of program equipment
- Ensure compliance with nutrition education grants, including complex tracking and evaluation protocols
- Develop new relationships to further promote nutrition programming
- Represent Feeding Tampa Bay at meetings or events
- Assist other Feeding Tampa Bay staff on special projects
- Cross train in other areas of the Programs Department including providing SNAP application assistance
- Demonstrate a pleasant, professional and helpful attitude at all times
- Design nutrition education services by researching, developing, writing, and updating policies, procedures, methods, and guidelines.
- Commit to upholding policies, principles and best practices for food safety.
- Other duties as assigned

### EDUCATION and/or EXPERIENCE

Registered Dietician Nutritionist preferred. Bachelor's degree and/or 3+years' experience in health care, human services, program management, food relief, or dietetics. Proven experience developing and implementing nutrition education curricula. 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 work well with non-English speaking populations, in low-income areas, children and families, and those experiencing health conditions that are nutrition related. 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 Programs Team. 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 Florida Driver's license with ability and comfort to drive a box truck.