

# Rhode Island Community Food Bank

## Job Description

Position Title: Community Nutrition Coordinator  
Reports To: Community Nutrition Manager  
Status: Part Time, Non-exempt (hourly)



**Our Mission:** To improve the quality of life for all Rhode Islanders by advancing solutions to the problem of hunger.

**Our Vision:** We envision a state where no one goes hungry.

**Diversity Statement:** The Rhode Island Community Food Bank embodies diversity, serving every part of our state and engaging people from all communities and backgrounds in our work. We are an open and inclusive organization that welcomes, respects, and values all people. Diversity strengthens our organization, so we take responsibility for attracting employees, volunteers and supporters with diverse identities and life experience. When we seek out, recognize, and cultivate diversity within our staff, we create an enriched and more inclusive work environment. Ultimately, it is our collective wisdom that enables us to achieve our mission with creativity and compassion.

**Position Summary:** The part-time Community Nutrition Coordinator is responsible for the implementation of our nutrition education programs and activities and communicates between members of the team and agencies and partners to ensure that work is done and kept on track as assigned by the Manager. He or she encourages and provides outreach and support to member agencies and their program guests regarding community nutrition information and programming with a strong working knowledge of culinary and nutrition. The position is also responsible for Kids Cafe program metrics and monitoring. He or she is a problem solver who works as a team member to achieve the goals and objectives of the department and carry out the mission of the Food Bank. Additionally, the coordinator is responsible for managing specialized programs as assigned.

### Duties and Responsibilities:

1. Coordinates nutrition education program activities.
  - a. Maintains a current knowledge base of nutrition and food safety-related information from reputable sources, including ADA and other guidelines, including general RICFB and Feeding America policies. Fully understands and implements RICFB's own nutrition standards and practices.
  - b. Provides direct support and back-up to the team Manager, assisting with oversight of the program as needed.
  - c. Facilitates classes, activities, and modules for the program to meet the diverse needs of member agencies and the communities they serve.
  - d. Pre-screens and sets up agencies and partner organizations for our nutrition education services.
2. Conducts and aids with on-site inspections of Kids Cafe for program support and compliance in accordance with RI Dept of Health, Feeding America, and Food Bank policies and procedures, as assigned.
3. Provides ongoing education and technical support to specialized Food Bank programs, member agencies, and others.
  - a. Facilitates and/or participates in community meetings, collaborations, and forums as they relate to nutrition education and/or food safety.

- b. Supports all RICFB nutrition programming.
  - c. Develops written materials, videos, displays, etc.
  - d. Assists with the development coordination of the annual agency conference and annual meeting.
4. Assists with program development and procedure/policy review:
- a. Reviews and implements strategic plan goals, objectives, and program metrics.
  - b. Develops and implements new programming involving agencies, as assigned.
  - c. Tracks nutrition education program activities for reporting purposes.
  - d. Develops and evaluates class surveys, tracking pre- and post-data to determine habit changes.
5. Other duties as assigned.

**Skills and Qualifications:**

- A Bachelor’s degree in nutrition or three years related work experience or the equivalent.
- A current ServSafe certificate.
- Bi-lingual verbal and written Spanish, preferred, but not required.
- Experience in customer service.
- High level group facilitation skills.
- Experience with program development and support.
- Effective problem-solving skills and the ability to quickly assess issues and develop new strategies.
- Proficiency with Microsoft Windows and Office environment (Word, Excel, Outlook) and standard office equipment.
- Ability to manage multiple projects with attention to detail, deal with interruptions, and maintain focus on tasks while producing accurate work.
- Ability to communicate effectively when speaking and in writing using standard forms of professional and office communication.
- Ability to make presentations and develop and deliver reports to a varied audience.
- Ability to work independently and as part of a team.
- Ability to work with people from diverse social and ethnic backgrounds.
- Must be able to pass a criminal background check.

**Working Conditions:** Work is typically performed in an office using computers and phones extensively and out at member agencies and organizations in the community. Regularly drives to sites out in the community. Occasionally walks through the warehouse (to give tours at agency orientations and as needed), and is subject to varying temperatures (exposed dock, coolers, and freezers) in all seasons, on occasion. May lift, move, and carry objects up to 35 pounds on occasion. If the need arises, works outside of normal working hours and occasional travel may be required.

By signing below, the staff member agrees to take full responsibility for the work outlined in this job description.

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Employee Signature

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Date