



## **JOB POSTING**

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

#### **ABOUT US**

*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 8 million pounds of food per year, 26% of which is fresh produce. From Senior Grocery Bags, 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 Programs Coordinator is responsible for assisting with planning, organizing, and implementing CHE programs and activities, primarily related to Senior Education and Wellness, in addition to support with executing important operational duties as needed.*

#### **DUTIES AND RESPONSIBILITIES**

- Assists with implementation, site coordinating and monitoring of the Grocery Bags for Seniors and Food Access and Education for Rural Seniors (FAERS) Living with Type 2 diabetes FAERS program, and Seniors Living Well.
- Participates in lesson planning and development for virtual and/or in-person education.
- Assists with the planning, coordination, and implementation of other CHE programs and activities.
- Assists with planning, coordination, and implementation of Employee Wellness.
- 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.
- Performs administrative tasks for the CHE department, as needed.
- Promotes the CHE department and the Food Shuttle's mission at community outreach events.
- Ensures implementation of policies and best practices.
- Follow Feeding America guidelines for food recovery and distribution
- Lead volunteer groups and interns as needed
- Other duties as assigned.

## **QUALIFICATIONS**

- Bachelor's degree 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.
- 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.
- 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**

- Warehousing: requires lifting and carrying crates up to 50 lbs.; walk-in cooler/freezer use

## **DIRECT REPORTS**

- None

## **TO APPLY**

Please send **resume and cover letter** to [recruiter@FoodShuttle.org](mailto:recruiter@FoodShuttle.org) by May 13, 2022

***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.***