



## Nutrition Education Coordinator

Sacramento Food Bank & Family Services (SFBFS) welcomes people of all backgrounds and circumstances, providing a judgement-free zone for individuals and families throughout Sacramento County. A staff of more than 80 and several thousand volunteers take our mission of fighting food insecurity one step further by offering education and support for families wanting to shape their best tomorrow. More information is available at [www.sacramentofoodbank.org](http://www.sacramentofoodbank.org).

### **POSITION DESCRIPTION**

---

The Nutrition Education Coordinator gets Sacramento County residents engaged and excited about healthy eating through the coordination of the organization's nutrition education efforts. SFBFS' nutrition education efforts are designed to increase the consumption of healthy foods/beverages and increase physical activity among participants and their families. Candidate will also work to create healthy, client-centered environments at local food distributions.

The Nutrition Education Coordinator will (including but not limited to):

- Oversee logistics for Sacramento Food Bank & Family Services' nutrition efforts. This includes:
  - Coordinating and implementing single and multi-session nutrition education lessons as well as nutrition outreach at community events.
  - Developing and maintaining relationships with community-based organizations.
  - Conducting assessments regarding the health and client-centered distribution practices.
  - Providing community partners onsite assistance and training, as needed
  - Managing the workflow for volunteers.
  - Tracking and managing program activities and statistics.
  - Collaborating with the Food Access Programs Manager on the evaluation of all nutrition education activities.
- Assist with food distributions, as needed.
- Keep accurate records of program activities and assist in writing grant progress reports.
- Represent Sacramento Food Bank & Family Services at meetings and presentations related to the organization's nutrition education efforts.
- Participate in all required and recommended trainings and webinars.
- Attend Sacramento Food Bank & Family Services' staff meetings and trainings.
- Complete and maintain California Food Handler certification.
- Work off-site during fundraising events and community resource events.
- Work occasional nights, weekends and holidays as required.

### **SKILLS AND EXPERIENCE REQUIRED**

---

- Bachelor's Degree in Nutrition or two-to-three years of related work experience.
- Ability to:
  - Maintain relationships with a diverse population.
  - Take initiative and work independently with limited supervision.

- Meet deadlines and effectively manage multiple projects simultaneously.
- Respond to unanticipated events.
- Maintain accurate records.
- Obtain/maintain Food Handler certification.
- Passion for SFBFS' mission.
- Valid CA Driver's License and minimum personal vehicle insurance with no more than three infractions/points within a three-year period on personal DMV record.

#### Preferred

- Fluency in a second language.
- Experience teaching nutrition workshops and/or leading cooking demonstrations.
- Prior non-profit or food bank experience.
- Prior experience facilitating grant-funded programs.
- Knowledge of Sacramento County.

#### POSITION DETAILS

---

- Full-time, non-exempt position; Monday – Friday/Thursday evenings; occasional weekends and holidays as needed.
- Pay range: \$19.00-\$21.00 per hour/depending on experience.

Applicants must submit resume, cover letter, [SFBFS' employment application](#) (found here: [www.sacramentofoodbank.org/employment](http://www.sacramentofoodbank.org/employment)) which should include three professional references to [employment@sacramentofoodbank.org](mailto:employment@sacramentofoodbank.org) for consideration. **No phone calls please.**