



**Oregon Food Bank (OFB)  
JOB DESCRIPTION**

**Job Title:** Nutrition Education Program Coordinator  
**Job Location:** 7900 NE 33<sup>rd</sup> Drive, Portland, OR 97211  
or  
OFB West – 1870 N.W. 173rd Ave., Beaverton, OR 97006  
**Immediate Supervisor:** Education Programs Manager  
**Employees Supervised:** none  
**FLSA:** Exempt **EEO:** Professional **WC Class Code:** 8742  
**Prepared By:** Education Programs Manager  
**Revised By:**  
**Approved By:**  
**CEO/COO Approval:** Janeen Wadsworth **Date Approved:** Oct10

**General Description / Position Summary**

Develop and manage a volunteer staffed learning program to deliver hands-on cooking and nutrition education to low income community members because proven skills in practical shopping, meal planning, nutrition, food safety, and cooking methods leads to greater food security and quality of life for participants, their households, and communities.

**Duties and Responsibilities**

- In coordination with other NEP staff develop, implement and evaluate all aspects of the Nutrition Education Program in Multnomah, Clark, Clackamas & Washington Counties.
- Facilitate local, regional and statewide expansion of Nutrition Education programming through community partners, OFB Branches and Regional Food Banks.
- Create workplan and budget for managers' approval.
- Submit monthly, quarterly and annual reports for Nutrition Education program.
- Update policies, procedures, and curriculum regularly to reflect current nutrition education standards, trends and regular program evaluation. Create and develop new program curricula based on community demands.
- Recruit, train, supervise and recognize volunteers for Operation Frontline® 6-week class series, Cooking from the Garden and additional single session workshops.
- Develop and conduct ongoing training program for volunteers.
- Foster an inclusive, safe and fun learning environment for volunteers and class participants.
- Maintain program calendars, host agency files and volunteer service records.

- Develop and maintain partnerships with metro-area social service agencies to bring low-income groups and individuals to OFB Nutrition Education Kitchens at OFB-33<sup>rd</sup> Drive and OFB-West. Conduct outreach to potential new host agencies, as appropriate.
- Recruit and respond to agency requests for programming, scheduling on-site and off-site class series as appropriate.
- Oversee management of program equipment and teaching kitchen facilities at OFB-33<sup>rd</sup> Drive or OFB-West.
- Manage all aspects of partnership agreement between Share Our Strength and Oregon Food Bank including inventory management, database entry and other communication.  
– And/Or –
- Manage all aspects of Cooking from the Garden and other single session workshops.
- Provide support to metro-area agencies, OFB Branches and Regional Food Banks in the form of information, advice & materials / supplies as available.
- Inform and encourage Nutrition Education volunteers to participate in the full scope of stakeholder opportunities – cross-volunteering, events, advocacy or financial contribution.
- Develop and maintain strategic relationships within the professional community to increase the visibility of the program.
- Other duties as assigned.

### **Qualifications**

- Bachelor's degree and two years of experience or equivalent in dietetics, community health, or related field, and/or the culinary arts. Additional education may be substituted for experience, and educational qualifications may be waived depending on work history.
- Experience with program planning, management, and evaluation.
- Ability to manage multiple projects with attention to detail, ability to handle interruptions, maintain focus, meet deadlines and produce accurate work.
- Proficiency with Microsoft Windows and Office environment (Word, Excel, Access, Outlook) and standard office equipment.
- Ability to communicate effectively both orally and in writing. Ability to make presentations and develop reports that may include technical information.
- Strong problem solving skills.
- Knowledge of food assistance programs, hunger issues, and/or experience with social service agencies preferred.
- Proven experience in team building and team leadership, preferably with volunteers.
- Ability to establish and maintain effective working relationships with diverse stakeholders.
- Ability to work independently and as part of a team.
- Working knowledge of English grammar, spelling and usage.
- Bilingual English/Spanish with working knowledge of Spanish grammar, spelling and usage and comfort speaking Spanish in front of large groups preferred for Washington County-based positions.
- Safe driving record, current vehicle insurance and ability to use personal vehicle for OFB business. (Mileage reimbursement for work travel.)
- Frequent travel required within counties served by program. Occasional travel required between OFB-33<sup>rd</sup> Drive and OFB-West.

*The Oregon Food Bank is an equal opportunity employer.*

- Ability to be certified in First Aid and Food Handling.
- Must be able to pass a criminal background check.

**Working Conditions**

Work is performed in a variety of office and kitchen settings inside and outside Oregon Food Bank. Employee will use computer and phones extensively. Regularly lifts, moves and carries objects of up to 50 pounds, such as food and classroom supplies. Exposure to a variety of foods in residential, community, and industrial kitchens. In a class setting, may stand and work at counters and stoves for extended periods of time. Frequently works outside normal working hours, such as evenings and weekends, and will drive frequently due to work performed in the community.

*This job description does not list all the duties of the job. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. Oregon Food Bank has the right to revise this job description at any time. The job description is not a contract for employment.*