



HUNGER TASK FORCE, INC.

POSITION DESCRIPTION

Position Title: Community Nutrition Educator

Department: Advocacy

Reports To: Advocacy Director

FLSA Status: Exempt

General Function:

The Community Nutrition Educator provides expert direction on healthy eating, nutrition, and relevant strategies for implementing MyPlate within the emergency and supplemental food systems that Hunger Task Force supports in collaboration with the Community Dietitian. The Community Nutrition Educator creates relevant educational programs throughout the agency and local emergency food network and other programs of Hunger Task Force (Commodities Supplemental Food Program (Stockbox), Hunger Relief Federation or others).

Essential Duties and Responsibilities:

- Partner with the Dietitian Educator to maintain and update the Hunger Task Force MyPlate standards to address health equity and improve health of diverse SNAP-eligible populations through the emergency food network.
- Partner with the Communication & Marketing Team in the creation of nutrition education collateral, cultural and age specific nutrition handouts, pamphlets and visual aids, ensuring consistency with planned program and organizational expectations.
- Implement a scaled MyPlate education program with staff, network site managers and volunteers.
- Support the Food Department in implementing MyPlate models and nutrition education programming for food pantries, soup kitchens, and homeless shelters.
- Create and provide content for Nutrition Education quarterly newsletter in cooperation with other SNAP Ed staff.
- Update curriculum regularly to reflect current nutrition education standards, trends, and regular program evaluation.
- Provide community education on MyPlate and nutrition education related to healthy eating and food banking as directed.

- Serve as a technical expert on nutrition content for the Hunger Task Force network and the Milwaukee Community.
- Develop recipes and online resources to accompany Hunger Task Force inventory, including TEFAP and CSFP commodities, as well as farm produce.
- Develop, maintain, and provide educational activities for community partners to provide nutrition education to the SNAP-eligible population, utilizing strategies such as sampling, cooking demonstrations, direct education, and incentives.
- Codify existing Nutrition Education Program for wide distribution within the SNAP Education field.
- Participation in multi-level collaborations with community health partners and other SNAP-Ed agencies to advance policy, system, and environmental changes.
- Other duties as assigned.

Supervisory Responsibilities:

None

Salary Range: \$44,472 - \$64,428 Annually

Education and/or Experience

2+ years' experience in education or community programming required. Bachelor's degree (B.S.) in Dietetics, food, nutrition or another related field such as public health, food science, health science, education preferred, or an associate degree from a recognized dietetic technician program.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Spreadsheet software, Word Processing software and some graphic design ability

Certificates, Licenses, Registrations

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

check.

Valid Wisconsin Driver's License required.

Other Skills and Abilities

- Excellent verbal and written communication skills
- Ability to work with diverse groups of people effectively
- Ability to work collaboratively with other individuals and agencies
- Excellent record keeping skills and attention to detail
- Ability to work independently and prioritize work tasks
- A passion for providing nutrition education
- Experience with nutrition and education or outreach

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; use hands to finger, handle, or feel; talk or hear and taste or smell. The employee is occasionally required to reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. This job requires moderate traveling in the local Milwaukee community.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)