



HUNGER TASK FORCE, INC. POSITION DESCRIPTION

Position Title: Community Nutrition Educator

Department: Advocacy

Reports To: Community Nutrition Manager

FLSA Status: Exempt

General Function: The Community Nutrition Educator leads the development and implementation of nutrition education programming. This position entails a diverse range of activities within the agency, including the execution of the Nutrition Education program for students in schools, the Hunger Task Force Farm, and the Nutrition Education Kitchen. In addition to direct education, this position leads Policy, Systems, and Environmental (PSE) changes within the listed school districts to support sustainable, healthy school environments. This includes collaborating with school staff and partners to integrate nutrition education, reinforce healthy food access, and promote practices that align with evidence-based nutrition standards.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Lead the Garden to Plate initiative, including the development and implementation of the Community Nutrition Education program, making direct and indirect educational contacts that promote a healthy lifestyle.
- Work closely with the Farm Team to develop and deliver educational curriculum and hands-on learning activities at the Hunger Task Force Farm.
- Use approved curriculum to present age-appropriate, nutrition-based lessons to local youth in participating school districts.
- Lead Policy, Systems, and Environmental (PSE) changes in partner school districts to support healthier school food environments and reinforce nutrition education beyond the classroom.
- Submit monthly, quarterly, and annual reporting on program outcomes in alignment with grant and program requirements.
- Update curriculum regularly to reflect current nutrition education standards, emerging trends, and ongoing program evaluation results.
- Foster an inclusive, safe, and high-quality learning environment for all educational program participants.

- Recruit and respond to agency and school-based requests for programming, coordinating on-site and off-site class series as appropriate.
- Recruit, train, and effectively support community volunteers participating in Hunger Task Force nutrition education programs.
- Meet with leadership and staff from partnering schools to strengthen collaboration, support PSE efforts, and promote healthier school environments.
- Work with strategically identified local and statewide partners to expand access to nutrition education programming.
- Develop and maintain strategic relationships that increase the visibility and impact of educational programming.
- Participate in community events and projects and deliver public presentations as assigned.
- Advance agency initiatives through multiple strategies, including leading group education sessions and developing cultural and age-appropriate nutrition education handouts, pamphlets, and visual aids.
- Manage programmatic expenses in collaboration with the department directors and Chief Financial Officer.
- Assist with and support the Dietetic Internship Program as directed.
- Collaborate within the Community Nutrition Team to support Nutrition Education in EFO Network, as assigned.
- Perform other duties as assigned

Supervisory Responsibilities

This job has no direct supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Diversity - Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management – Develops project plans; Coordinates projects; Communicated changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills – Assess own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Customer Service – Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

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.

Education and/or Experience

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience. Experience in elementary education preferred.

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. Spanish speaker preferred.

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

Valid 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
- Experience working in urban education
- Patience and passion working with children
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Other Qualifications

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

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 regularly required to stand; walk and use hands to finger, handle, or feel. The employee is frequently required to sit; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance. 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 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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 wet and/or humid conditions, moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.

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Salary Range: \$47,600 - \$68,400 annually