



HUNGER TASK FORCE, INC.

POSITION DESCRIPTION

Position Title:	SNAP-Ed Intern
Department:	Advocacy/SNAP-Ed
Reports to:	Community Network Dietitian
FLSA Status:	29 hours/week for 12 weeks

General Function: The SNAP-Ed Intern is a part-time paid position that will assist the Community Network Dietitian in providing MyPlate nutrition education to adults, families and children in the community. The primary focus of this education will be through the planning, scheduling, preparation, and distribution of food samples. Samples will be provided throughout the Hunger Task Force network at food pantries and CSFP sites. Each sample activity will include a pre-packed sample of a MyPlate approved recipe along with targeted nutrition education relevant to the sample. This program is designed to encourage new ways to utilize food items that are commonly received within the network and to encourage cooking skills and healthy eating.

Principle Duties and Responsibilities

- Coordinate and manage food sampling opportunities and provide relevant nutrition education to community members while promoting new recipe items
- Assist with food preparation for food samplings, events, classes, etc.
- Demonstrate and utilize basic culinary skills both for class preparation and presentations
- Educate and engage with community members to increase knowledge and improve the health of the community
- Other duties as assigned and 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience with food preparation or nutrition education; or equivalent combination of education and experience

Certificates, Licenses, Registrations

Valid Driver's License

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, recipe calculations, scaling and proportions.

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, PowerPoint Software and some graphic design ability.

Other Skills and Abilities

- Excellent verbal and written communication skills
- Ability to work effectively with diverse groups of people
- Self-motivated
- Ability to work collaboratively
- 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
- Ability to effectively organize materials and demonstrate attention to detail

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 frequently required to stand and 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 30 pounds, frequently lift and/or move up to 50 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 outside weather conditions. The noise level in the work environment is usually moderate.