

To apply: www.harvesters.org/jobs

Contact: Portia Sowers, Human Resources Manager, psowers@harvesters.org

JOB TITLE: Nutrition Services Coordinator Non-Exempt

REPORTS TO: Nutrition Services Manager

SUPERVISES: None

LOCATION: Topeka, Kansas

JOB SUMMARY: Consult with food pantries and kitchens on health and nutrition initiatives. Participate in and facilitate nutrition education within Harvesters' agency network.

PRINCIPLE
RESPONSIBILITIES:

- Serve as consultant to area food pantries and kitchens on various health and nutrition initiatives at their sites. Keep them engaged and motivated to initiate change in their settings, while accounting for their readiness and resources. Coach them in setting action plans and timelines. Serve as liaison to community resources for agencies.
- Plan, assist with, and execute engaging ways of reaching agency clients with nutrition, food, cooking, and food safety education, including in virtual settings via webinars and videos.
- Assist Nutrition Services department in writing and revising nutrition, food, and food safety education materials.
- Support other Harvesters departments and programs with nutrition, recipe, and food safety recommendations.
- Enhance Harvesters' reputation in the community by engaging with partner organizations, participating in local coalitions and conducting community presentations.
- Enhance the work of the Nutrition Services department by exploring new opportunities and taking ownership of other duties as assigned.

OTHER ASPECTS OF THE JOB:

- Committed to the mission of Harvesters, demonstrated through a strong work ethic and a dedication to Harvesters' core values.
- Must be able to effectively communicate and interact with coworkers, managers, customers/clients.
- Must be committed to building positive, productive relationships with agency personnel, team members and coworkers.
- Must have strong people skills and the ability to coach volunteers.
- Must be able to multi-task effectively to manage a high level of activity in a team-focused, collaborative environment.
- Must be a creative self-starter, a quick study and maintain a high energy level for work responsibilities.
- Must have strong attention to detail and excellent organizational skills.
- Requires an understanding of and compliance with all Harvesters food safety policies.
- Interest in the issues of hunger, health, and food equity.
- Functions in a variety of agency settings (with a diverse population in community) and travel within the service area.
- The position sometimes requires hours outside of the traditional workday.
- Use of general office equipment such as telephone, computer, fax, and copier. It requires heavy lifting (20 – 50 pounds) 5% of the time and light lifting (5 – 10 pounds) 5% of the time.

QUALIFICATIONS:

Required Skills and
Experience

- Dynamic self-starter, with a high level of coordination with people.
- Excellent verbal and written communication skills.
- Excellent presentation writing and delivery skills.
- Enjoy the challenge of working in a fast-paced environment.
- Proficient in Microsoft Outlook, Word, Excel
- Knowledge of basic nutrition
- High School Diploma or equivalent
- Must have a valid driver's license and vehicle insurance

Preferred Experience

- Cooking/culinary skill
- Background in Public Health, Social Work, Dietetics/nutrition, Non-profit fields

Preferred Education

- Bachelor's Degree- preferably in education, nutrition, social work or health-related field