



## 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 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 Nutrition Manager. The Community Nutrition Educator also creates and teaches relevant educational programs throughout the agency, local emergency food network, school districts, Hunger Task Force programs (Commodities Supplemental Food Program (Stockbox), Hunger Relief Federation, Farm, Nutrition Education Kitchen or others) and community events.

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

- Partner with the SNAP Education team 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, teachers, students, and volunteers.
- Facilitate the Garden to Plate initiative including the development and implementation of nutrition education programming. Make direct and indirect contacts promoting a healthy lifestyle.
- Work closely with the Farm Team to develop educational curriculum and activities at The Farm.
- Recruit and respond to agency requests for programming, scheduling on-site and off-site class series as appropriate.
- 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 the existing Nutrition Education Program for wide distribution within the SNAP Education field.
- Participate in multi-level collaborations with community health partners and other SNAP-Ed agencies to advance policy, system, and environmental changes.
- Perform other duties as assigned.

### **Supervisory Responsibilities**

None.

### **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.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services; Continually works to improve supervisory skills.

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**

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.

### **Language Skills**

Ability to read, analyze, and interpret the most complex documents including business periodicals, professional journals, technical procedures, or governmental regulations. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write reports, business correspondence, and procedure manuals Ability to make effective and persuasive speeches, presentations, and respond to questions on controversial or complex topics 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**

Valid Driver's License is required. Ability to be certified in First Aid and Safe Food Handling. Must be able to pass a criminal background check.

**Other Qualifications**

Significant local travel required - must have a reliable vehicle.

**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 talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand, walk, and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to fifty pounds. Specific vision abilities required by this job include close vision, distance vision and color vision.

**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 occasionally exposed to wet and/or humid conditions, moving mechanical parts and outside weather conditions. The noise level in the work environment is usually quiet.

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.)

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