Job Opening

**Nutrition Education Coordinator**
The Food Bank of Contra Costa and Solano is now hiring for a Nutrition Education Coordinator to develop, implement and manage a nutrition education program designed for low income populations. This is a full time position that offers a competitive salary and a benefits package which includes medical, dental and a simple retirement match program.

**Duties and Responsibilities**
- Develop, implement and evaluate all aspects of the Nutrition Education Program that will be offered in the Contra Costa County and Solano County communities.
- Develop and implement a nutrition education program that will be delivered at food bank site distributions. The program should incorporate a variety of different teaching methods including food preparation demonstrations utilizing fresh produce, interactive learning sessions, educational material distribution and other creative educational teaching methods.
- Regularly develop Nutrition Education materials and curriculum that is current and relevant to the needs and demands of low income populations.
- Recruit, train and supervise volunteers and interns from higher education institutions that will teach nutrition education curricula at food bank site distributions.
- Assist with nutrition education grant writing and reporting
- Oversee management of nutrition education materials and equipment.
- Participate, facilitate and attend nutrition education conferences and meetings that are relevant to the work of the food bank.
- Develop and maintain strategic relationships within the health and fitness community to increase awareness and understanding of the nutrition education and other food bank programs.
- In partnership with other food bank staff, coordinate and manage food distribution programs.
- Perform other duties as assigned by Director of Programs.

**Qualifications:**
- Bachelor’s degree from a four-year college or university with an emphasis in Nutrition Education, Health Education, Culinary Arts or a related field; or one to three years related experience and/or training; or equivalent combination of education and experience. Experience in program planning with curriculum development, evaluation and management a plus.
- Technology Proficient with Microsoft Windows and Microsoft Office Suite including MS Word, Excel and Outlook.
- Valid California Driver’s license, current insurance and ability to be insured by Food Bank insurance.
- Self-starter, strong organizational skills, highly motivated, dynamic, and creative professional with entrepreneurial spirit
- Strong interpersonal and time management skills
- Ability to effectively meet deadlines
- Effective written and verbal communication skills, bilingual English and Spanish preferred
- Ability to work a flexible schedule and travel within the food bank service area
- Ability to lift 25lbs

To apply, please email, mail or fax a Cover Letter, Resume and Salary Requirements to:

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