

**FOOD BANK OF THE SOUTHERN TIER  
POSITION DESCRIPTION**

<b>The POSITION TITLE:</b>	Just Say Yes (JSY) Community Health & Nutrition Coordinator	<b>STATUS:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Health & Nutrition	<b>W/C# / EEO#:</b>	8810 / 2
<b>POSITION LEVEL:</b>	Coordinator	<b>GRADE LEVEL:</b>	290

The Food Bank of the Southern Tier is committed to creating a diverse environment and is proud to be an equal opportunity employer. Therefore, individuals who bring a diverse perspective and are supportive of diversity are strongly encouraged to apply.

**PRIMARY FUNCTIONS:**

The JSY Community Health & Nutrition Coordinator is part of the Food Bank's team that supports access and education around healthy food in the emergency food network, using JSY SNAP-ed principles. This position creates, communicates, and evaluates environmental strategies that "make the healthy choice the easy choice" at food pantries and other programs. Serving as the JSY Policy, Systems & Environmental Strategies Coordinator, this position's work is community health-focused and centers on the JSY Healthy Pantry Initiative and nutrition ranking project. In addition, the position connects the emergency food network with community resources that enhance public health related to food and other basic human needs. Skills important for this position include 1) creativity to help bring environmental nutrition strategies to life; 2) the ability to communicate and collaborate with partner agencies, 3) proficiency with organizing work, scheduling, and documentation; and 4) experience and passion for addressing the social determinants of health. The position works remotely and entails travel throughout the Food Bank's six-county service area, with 60% of the position's time working in communities and 40% of the time working on-site from a home office.

**SPECIFIC DUTIES:**

1. Communicates and regularly collaborates with the JSY Nutrition Educator to ensure seamless JSY SNAP-ed support to food pantries and other partner agencies/community organizations.
2. Creates and develops materials and presentations to communicate the JSY Healthy Pantry Initiative (HPI) and the nutrition ranking project to food pantries and other partner agencies/community organizations.
3. Recruits at least 6 prospective food pantries/agencies to participate in the HPI each year, with insights from the Health & Nutrition Programs Manager, JSY Nutrition Educator Coordinator, and Programs & Partnerships Coordinators.
4. Conducts assessments, co-creates goals with food pantries/agencies new to HPI, obtains signed agreements and procures equipment to support pantry/agency goals. Provides technical assistance to existing HPI sites.
5. Coordinates the FBST's nutrition ranking project as one strategy to support HPI sites, in addition to a larger set of partner agencies. Provides technical assistance in the form of workshops/trainings and print materials to help pantries/agencies increase "Choose Often" and "Choose Sometimes" foods and decrease "Choose Rarely" foods.
6. Develops and implements plans to link food pantries, other partner agencies, and programs such as the Mobile Food Pantry with community resources addressing social determinants of health. Conducts community assessments of resources and explores options collaboratively with sites.
7. Enters HPI program data and maintains recordkeeping for HPI. Organizes and submits relevant JSY reports.
8. Evaluates program data, prepares reports, and share findings with FBST, agency, and JSY stakeholders.
9. Maintains accurate inventory of JSY equipment and materials related to HPI.
10. Schedules, organizes, and facilitates regular SNAP-ed meetings with Cornell Cooperative Extension Nutrition Program.
11. Collaborates with Health & Nutrition Programs Manager and JSY Nutrition Educator to provide technical assistance related to the Food Bank's nutrition policy and food acquisition. Participates in Food Bank's food acquisition team meetings.
12. With JSY Contract Manager approval, may help develop PSE initiatives compatible with NYS Department of Health (NYSDOH) requirements and respond to audience and program needs.
13. Actively participates in JSY team conference calls and events. Participates in other SNAP-Ed related duties as assigned by NYSDOH Contract Manager or supervisor. Attends state-wide meetings as needed.
14. Works with Director of Health & Nutrition with preparation and development of JSY program plans, evaluation, budgets and schedules.
15. Serves as back-up to JSY Nutrition Educator as needed.
16. Other duties as assigned.

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**TITLE OF DIRECT SUPERVISOR:** Director of Health & Nutrition

**STANDARD WORK SCHEDULE:** 8:00 am to 4:00 pm Monday thru Friday but will vary to accommodate workshops and pantry hours of operation

**WORKSITE:** Workforce members home office

**WORK FROM HOME:** Yes, required to work a **minimum** of 1-2 days per month at the FBST office

**QUALIFICATIONS:**

- Bachelor of Science in Nutrition or Public Health with a minimum of 15 credits in nutrition required
- Registered Dietitian preferred
- Minimum of 2 years in community nutrition or public health setting
- Strong working knowledge of Microsoft Office Suite, including the use of spreadsheets and slide presentations

**ADDITIONAL REQUIREMENTS:**

- Ability to work and interact well with individuals from various socioeconomic backgrounds in a culturally diverse environment.
- Able to maintain absolute confidentiality regarding written and verbal information
- Ability to take initiative, work well independently and collaborate as part of a team, building positive working relationships
- Excellent written, verbal, and interpersonal communication skills.
- Adept at organizing work, creating schedules, and setting goals with partners.
- Ability to analyze and interpret data, use graphs and charts, calculate percentages and proportions, and use spreadsheet formulas
- Certified as ServSafe Food Protection Manager or equivalent, or willing to become certified.
- Ability to complete work in an accurate, effective and timely manner.
- Integrity and trust
- Ability to travel throughout a six-county service area and accommodate possible overnight travel.
- Demonstrate ethical business practices in conformance with all state and federal laws and regulations.
- Willingness to foster agency, department, and program-wide cooperation and teamwork through the use of positive/constructive communication techniques
- Commitment to serving vulnerable populations and ending hunger in the Southern Tier
- Possession of a valid Drivers' license and a driver's record considered acceptable by agency and insurance carrier.
- Demonstrate full adherence to the Code of Conduct and all policies/procedures related to compliance
- Adheres to all applicable federal and state laws and regulations, including but not limited to those governing confidentiality, privacy, program, billing, and documentation standards. All duties must be performed in accordance with CCDR's corporate compliance and ethics program.

**Ability to meet the following physical requirements with or without reasonable accommodation:**

- Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicle
- Stand, sit, walk, bend, stoop, kneel, and reach
- Climb up or down stairs
- Able to reach above or below shoulders
- Occasionally lift or move objects weighing up to 20 lbs.
- Sitting at a desk or in a vehicle for long periods of time to perform certain job functions
- Be able to read, write, and interpret written documents

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**Acceptance of the Food Bank of the Southern Tier's**

- Mission: Working together to build and sustain hunger-free communities throughout the Southern Tier
- Vision: The Food Bank of the Southern Tier is committed to creating a future without hunger, where access to healthy food by all is recognized as fundamental to the well-being and success of individuals and the foundation of a strong, vibrant society
- Organizational Values: Have Integrity, Be Brave, Share Your Strength, Respect Relationships and Honor the Mission

**EMPLOYER'S DISCLAIMER:**

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor or member of the senior leadership team
- This document does not create an employment contract, implied or otherwise, other than an "at will" relationship

**EMPLOYEE CONFIRMATION:**

I have read and understood the duties, responsibilities, and qualifications for this job and am able and willing to perform them accordingly.

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Signature

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Date

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Print Name