SOUTH PLAINS FOOD BANK, INC.

5605 Martin Luther King Blvd., Lubbock, Texas 79404

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| **Job Description** |

**Position Title**: Nutrition Educator Coordinator

**Immediate Supervisor**: Agency Relations Director

**Position Summary**: The Nutrition Education Coordinator will direct the Nutrition Education Program funded by the USDA Supplemental Nutrition Assistance Program—Education (SNAP-Ed) through Feeding Texas.

**Duties and Responsibilities**:

* Know and understand annual USDA SNAP-ED guidance documents, grants, and requirements.
* Supervise Nutrition Educators and create schedules.
* Market the SPFB Nutrition Education to expand program delivery to both children and adults eligible for the SNAP program to the Lubbock Community and surrounding counties.
* Ensure that cooking demo is conducted at the SPFB location twice a month for SNAP recipients.
* Manage daily and annual product purchasing for all classes. Monitor food/paper/materials distribution and expenditures.
* Develop lesson plans as well as pre and post tests for each class. Develop necessary documentation to track progress and reporting of program.
* Maintain relationships with ongoing partners. This includes diabetes classes with Vista and University Medical Center Diabetes Educators and nutrition classes for the Kids Café, a program of Feeding America partners.
* Gather all information from completed classes for PEARS reporting system.
* Submit a weekly calendar of upcoming classes
* Coordinate with Child Nutrition Programs Director to set up classes.
* Develop and conduct evaluation plan for adult and child nutrition education program.
* Submit reports to Feeding Texas and SPFB offices.
* Help with writing and renewals of annual SNAP-Ed education grant, as well as any needed revisions.
* Attend nutrition related conferences and trainings.
* Performs other duties as assigned.

**Qualifications**:

* Registered Dietitian or Bachelor’s in Nutrition, Health and Wellness.
* Experience with federally-funded programs, preferably nutrition related.
* Knowledge of food safety best practices.
* Excellent written and communication skills specifically related to public speaking and teaching.
* Food Safety Certification. Will need to obtain ServSafe or similar certification.
* Knowledge of nutrition programs curriculums and best practices.

**Benefits**:

* Paid Health and Life Insurance after 60 days.
* Generous Paid Time Off (PTO) program.
* Optional 403 (b) retirement plan with matching after 2 years.
* Optional AFLAC insurance products.