

**Second Harvest Food Bank of Central Florida
Job Description**

Title: Community Health and Nutrition Programs Manager

Job Group Category: AR&P

Reports to: Director Agency Relations and Programs

Direct Reports: Nutrition Educator

Labor Grade: E-2

Healthy Pantry Network Coord.

Date of Last Revision: 5/30/17

Position Summary:

The Community Health and Nutrition Programs Manager oversees all Community Health and Nutrition (CHN) programming at Second Harvest Food Bank of Central Florida. The Community Health and Nutrition Programs Manager works closely with the Agency Relations and Programs Team leadership and other Food Bank departments to identify internal opportunities for collaboration in order to integrate nutrition resources and expertise into relevant Food Bank initiatives, streamline processes, share information and identify best practices. The CHN Programs Manager will also work with community stakeholders to increase healthy food access, raise awareness of food insecurity as a public health issue, promote and facilitate nutrition education, and ultimately build a healthier and more food secure community. The CHN Programs Manager supervises the Nutrition Educator, Program Coordinators and Interns. The CHN Programs Manager reports to the Director of Agency Relations and Programs.

Principal Duties & Responsibilities:

- Manage a comprehensive nutrition program that includes, but is not limited to:
 - Managing and mentoring the Nutrition Educator, Program Coordinators and Interns.
 - Identifying and managing collaborative relationships with healthcare providers and community organizations.
 - Representing SHFB at community coalition meetings and conferences related to community health, as needed.
 - Assisting Development Department to identify funding opportunities and ensure contract fulfillment, timely and accurate reporting, and compliance with grant guidelines.
 - Organize and support worksite wellness efforts for SHFB staff.
- Position SHFB as integral stakeholder in community health promotion.
 - Develop and manage partnerships with healthcare organizations and community partners in the SHFB service area.
 - Support local healthcare organizations with information and training on the relationship between health and food insecurity, food insecurity screening and food access interventions.
 - Work with healthcare organizations to develop tailored food insecurity screening and intervention programs based on the unique needs, assets and infrastructure of each organization/partnership.
 - Serve as key staff to Health and Hunger Initiative.
 - On the national level, collaborate and support Feeding America's health and hunger work.

- **Oversee nutrition outreach activities performed by the CHN team.**
 - With Agency Relations team, develop, plan and implement strategies related to developing a network of healthy feeding partners, including nudges, agency education, interface with healthcare providers, etc.
 - Set, track and report progress on goals for CHN outreach activities.
 - Plan, implement, and evaluate nutrition, cooking and food safety education for SHFB feeding programs, and/or clients, as well as culinary students.
 - Develop, design or resource, and distribute nutrition, cooking, and food safety education materials for various populations, including pamphlets, handouts and recipes. Materials should be culturally-sensitive and geared towards the needs of the population served.
 - Explore and evaluate strategies to expand the reach of trainings on healthy affordable meal preparation and techniques.
- **Oversee ongoing quality control for and education regarding SHFB's nutrition ranking system (F2E).**
 - Ensure ongoing quality control evaluations for F2E.
 - Track data related to program goals; evaluate data and outcomes to assess program strengths and make changes as necessary; report metrics to funders and supervisors.
 - Support Operations department in the acquisition and promotion of fresh produce and other healthy food items.
- **Other**
 - Ensure clear, frequent and effective communication with other SHFB departments.
 - Support development team with media opportunities related to food, nutrition, food security and CHN programming
 - Contribute content to SHFB newsletters, blogs, and social media sites.
 - Organize and support strategic nutrition-related events, such as the annual agency conference.
 - Advocate for policies that increase food security and access to nutritious foods.
 - Serve as preceptor to dietetic interns and provide them with experiences in food banking and community nutrition. Utilize interns in ways that draw from their strengths and contribute to nutrition projects and programs.

Job Specifications:

- Bachelor's degree required in nutrition, public health or related field. RDN/MPH preferred.
- Ability to work with diverse populations, including children, adults, low-income families, community leaders, etc.
- Experience in nutrition education with program planning, management, and evaluation preferred.
- Experience with successful management of grant-supported programming.
- Strong verbal and written communication, organization and presentation skills. Strong interpersonal skills.
- Proficient in Microsoft Office programs, especially Word, Publisher, Excel.
- Valid Florida driver's license and transportation required.
- ServSafe Manager Certification and CPR/First Aid training preferred.
- Bilingual preferred, written and spoken Spanish or Creole preferred.

- Must be able to pass a criminal background check.

Competencies:

Anticipation/Proactive Thinking

Spends a lot of time anticipating what the future might hold

Thinks through the future implications of all of their major actions and decisions

Develops contingency plans

Communication

Takes time to walk around and listen to employees

Uses multiple channels to get messages across to people

Is effective at determining the underlying meaning in a communication

Cost-Consciousness

Takes full responsibility for controlling costs

Focuses time and energy on activities that add value for customers

Works flexibility within budget guidelines

Creativity/Innovation

Brings creative approaches to decision-making

Can think laterally

Extrapolates from experience when facing new challenges

Customer Focus

Continually improves processes in order to meet and exceed customer expectations

Actively identifies internal and external customer needs

Tries to improve processes by carefully listening to customers

Planning and Organizing

Sets aside time for thinking, planning, and action

Designs flexible time into their day to re-schedule or re-prioritize

Paces themselves so they can meet goals or deadlines

Quality Focus

Understands the cost of poor quality across the enterprise

Understands the entire supplier-to-customer chain in the organization

Pushes hard for higher standards and better quality in order to obtain superior results

Teamwork Ability

Builds “bridges” with other teams to maximize cooperation and consistency

Invites opinion from people who have different experiences or perspectives

Builds effective and balanced teams that are based on capability and potential

Work Environment:

Work is performed in a variety of settings: office, classroom, warehouse and community. Employee will

use computer extensively. Some light lifting involved. Travel to community sites.

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.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl.

Disclaimer:

The statements included in this Job Description are intended to describe the general nature and level of the work being performed by the person assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.