

Nutrition Education Program Coordinator

April 7, 2021

MISSION: Founded in 1987, Greater Newark Conservancy promotes environmental stewardship to improve the quality of life in New Jersey's urban communities. We have the following four programs: Education -- brings interdisciplinary, hands-on environmental education to schools in Newark and neighboring school districts; Community Greening – unites residents, businesses, organizations and schools to transform neglected blocks in Newark into well-cared for, environmentally revitalized areas with productive open spaces; Environmental Justice – builds partnerships to promote urban environmental issues and strives to empower inner-city residents to improve their environment; and Job Training – provides supervised training in the fields of landscaping, horticulture, education and office administration to Newark high school youth.

Greater Newark Conservancy seeks a full time Nutrition Education Program Coordinator to provide hands-on, interdisciplinary learning experiences for youth and adults at our Prudential Outdoor Learning Center (OLC), at community events, and in schools in Newark and surrounding districts. Currently many of these programs are offered through virtual platforms such as WebEx, Zoom, and Facebook Live. The Program Coordinator is responsible for all aspects scheduling, implementing, and evaluating of Conservancy nutrition programs. The Program Coordinator has a regular schedule of 40 hours/week. Evening and weekend hours required as part of this position.

PRIMARY RESPONSIBILITIES:

- Develop and conduct programs and lessons from the Conservancy's high quality nutrition curriculum to school groups.
- Develop and conduct nutrition education workshops for teachers, parents, seniors and other targeted audiences.
- Evaluate all programs; maintain statistical records and program user evaluations.
- Conduct community outreach, recruitment and scheduling of nutrition education programs.
- Oversee the writing and dissemination of the Conservancy's weekly nutrition/health e-communication.
- Assist in the supervision of high school interns, FoodCorps service members, and dietetic interns.
- Assist with the grant proposal process (compiling materials, writing program narrative, calculating budgets, securing letters of support).
- Create education materials, including Powerpoint presentations, recipe cards, brochures, handouts according to up-to-date nutrition information.

ADDITIONAL RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Attend regular meetings of Healthy Homes Committee and other relevant community committees
- Encourage and assist with cross-department collaborative programs and activities
- Other duties as assigned by Director of Education or Executive Director

QUALIFICATIONS:

- BA/BS in Community Health, Public Health, Nutrition and Food Sciences, Science, or nutrition-related field. Valid driver's license or ability to obtain required. Own auto preferred
- Experience in formal or informal teaching
- Strong commitment to working in underserved communities
- Proficiency in Spanish and/or Portuguese strongly preferred
- Proficiency in Microsoft Suite, Google Suite, virtual platforms like Zoom and Webex
- Must be self-motivated. Strong emphasis on time management, organizational and problem-solving skills. Able to work independently and as part of a team
- Strong project management skills: organization, setting timelines, creating and working with budgets
- Demonstrated interest, experience, or coursework related to health, childhood obesity, food insecurity or other Social Determinants of Health
- Strong verbal and written communications skills; ability to communicate effectively with multiple stakeholders. Comfortable speaking in front of a group
- Knowledge of Newark community/Newark residency is a plus
- Personal qualities of integrity, credibility, cultural sensitivity, and commitment to the mission
- Must be able to lift 30 lbs

Please note, this is currently a hybrid working position until Conservancy staff return to our normal office operations, TBD.

POPULATION:

- The primary population consists of students, grades preschool to 12th grade.
- The Educator will also conduct programs for adults, including teachers and parents.

SALARY: \$40,000-\$45,000 plus benefits

SEND RESUME AND COVER LETTER TO:

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