



Operation Food Search

Community Nutrition Associate

Operation Food Search seeks a talented and results-driven individual to join our Community Nutrition team. The successful candidate will have experience working in community settings. You will be part of a team responsible for teaching cooking and food budgeting skills to people of all ages. You will also work at a systems level with health clinics, hospitals, community agencies, workplaces, and school districts to assess, train, and build their capacity to promote and sustain practices that support healthy food access and nutrition.

Organization Overview: OFS has a goal to end hunger for children and their families. We offer a range of innovative programs and services proven to reduce food insecurity and increase access to healthy and affordable food. Through our agency partnerships, we help feed 200,000 people every month.

- Mission: To nourish and educate our neighbors in need to heal the hurt of hunger.
- Goals: 1) Meet the immediate need for food for children and families; 2) Build Nutrition IQ to embrace and incorporate skills/habits that promote the consumption of affordable, healthy food; and 3) Champion change through advocacy, community education, and innovative pilot programs.
- For more information about OFS, please visit our website at www.operationfoodsearch.org.

Reports to: Manager of Community Nutrition

Position Overview: Reporting to the Manager of Community Nutrition, the Community Nutrition Associate shall promote and support the community nutrition programs in accordance with OFS's mission and goals. The Community Nutrition Associate shall lead and implement nutrition focused culinary courses, cooking demonstrations, and other nutrition related events. The Community Nutrition Associate shall creatively design and develop recipes and community resources.

Summary of Essential Job Functions

- Lead and teach Operation CHEF classes, Share Our Strength's Cooking Matters® classes, cooking demonstrations, and nutrition presentations in accordance with OFS's mission and goals.
- Assist with nutrition and wellness social media posts, cooking demonstration videos, and other virtual programming.
- Follow all standard operating procedures for classes and cooking demonstrations.
- Adequately prepare for classes and cooking demonstrations including, but not limited to, clearly communicating with host site and volunteers, obtaining needed forms, packing supplies and groceries, and transporting materials to and from sites.
- Collaborate with community nutrition program team to develop additional materials for cooking classes and participants as needed.
- Communicate regularly with volunteers and class sites to nurture supportive relationships.
- Coach community volunteers to provide quality education in class.
- Provide nutrition/culinary education in partnership with and at OFS member agencies.
- Write nutrition and wellness focused blog posts for our website.
- Develop budget and family friendly recipes and nutrition focused community resources.
- Increase awareness of our community nutrition programs and OFS through networking and the development of key community relationships. Recruit new host sites that serve our target population.
- Complete all relevant administrative work in accordance with OFS standards in a timely manner.

Other Duties

- Work with other OFS departments as needed; assist with promotional events.
- Maintain working knowledge of hunger, food, and nutrition related issues.
- Travel to required meetings, events, and conferences.
- Maintain flexibility in working hours for occasional special events in evenings or on weekends.
- Assist with other OFS duties as required or as assigned.

Qualifications

- Bachelor's degree in nutrition, health promotion, or another related field preferred.
- Master's degree and/or Registered Dietitian credential a plus.
- Excellent written and verbal communication skills.
- Strong initiative and leadership skills.
- Ability to work in a fast-paced environment.
- Strong attention to detail and follow-through skills.
- Strong organization and time management skills.
- Willingness and ability to quickly and effectively adapt to change.
- Confidence presenting in front of a large group and speaking in front of a camera.

Must have valid driver's license, reliable transportation, ability to lift 30 pounds, ability to be on feet for extended periods of time in a hot or cold environment, and ability to work a varied schedule including evenings and weekends.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

To Apply: Please send resume and cover letter to talent@operationfoodsearch.org. No phone calls please.

Location: 1644 Lotsie Boulevard, Overland, MO 63132

Salary: \$30,782-\$46,173

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or protected veteran status.