



*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](http://www.operationfoodsearch.org).

**Reports to:** Manager of Community Nutrition

**Position Overview:** The Community Nutrition Coordinator shall promote and support the community nutrition programs including Operation CHEF, Cooking Matters, and nutrition and wellness services, in accordance with OFS's mission and goals. The Community Nutrition Coordinator shall manage all aspects of OFS's community nutrition department volunteer base and satellite partnerships. The Community Nutrition Coordinator shall follow all protocols and procedures surrounding the community nutrition programs.

#### Course Coordination

- Coordinate, and teach when necessary, Operation CHEF classes and Share Our Strength's Cooking Matters® classes. Conduct virtual and in-person cooking demonstrations and nutrition presentations in accordance with OFS's mission and goals.
- Oversee the satellite network of Cooking Matters partners through management of the database, tracking reporting, and maintaining positive relationships. Provide ongoing evaluation and training to all satellite partners.
- Stay abreast of latest research on innovative community-focused nutrition education programs.
- Make class assignments and maintain Outlook calendar for Nutrition Educators.
- Follow all standard operating procedures and policies for classes and cooking demonstrations.
- Evaluate and revise lesson plans, topics, and recipes as necessary.
- Continuously evaluate nutrition educators' class performance and provide feedback as necessary.
- Ensure all policies in host site agreement are being followed and/or enforced.
- Communicate regularly with volunteers and class sites to nurture supportive relationships.
- Recruit new agencies to host classes and one-time nutrition events.
- Provide nutrition/culinary education in partnership with and at OFS member agencies.
- Complete all relevant administrative work in accordance with OFS standards in a timely manner.

#### Volunteer Management

- Coordinate all aspects of recruitment and placement of community nutrition volunteers and ensure that volunteers have appropriate training, materials, and class assignments.
- Enhance volunteer recruitment and retention strategy.
- Clearly communicate roles and responsibilities to new volunteers; conduct high-quality new volunteer orientations and trainings and develop additional training tools for volunteers as needed.

- Evaluate volunteers and provide feedback as necessary.

#### Other Duties

- Develop content for OFS's quarterly newsletter, cooking demonstration videos, and social media sites regarding community nutrition.
- Coordinate internal worksite wellness program for OFS staff.
- 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.
- Master's degree and/or Registered Dietitian credential preferred.
- 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](mailto:talent@operationfoodsearch.org). No phone calls please.

**Location:** 1644 Lotsie Boulevard, Overland, MO 63132

**Salary:** \$34,820-\$52,320

*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.*