

**JOB POSTING**

**Community Health Education Manager (bilingual)**

**ABOUT US**

*Inter-Faith Food Shuttle envisions a hunger free community. We feed our neighbors, teach self-sufficiency, grow healthy food, and cultivate innovative approaches to end hunger. As a member of Feeding America, the Food Shuttle distributes over 8 million pounds of food per year, 26% of which is fresh produce. From Senior Grocery Bags, Backpack Buddies and School Pantries; to Community Health Education and Mobile Markets; Catering and Culinary Job Training; and Community Gardening and a 14-Acre Farm; we go directly to the point of need to empower people and overcome the burden of hunger.*

*The Community Health Education (CHE) Manager (bilingual) provides program strategy oversight and development for community health education programming. This position is responsible for implementation, data management, and evaluation in collaboration with other Food Shuttle staff and community partners. The CHE Manager also works with agencies and host site partners in the Food Shuttle seven-county service area to implement CHE programs efficiently and effectively. The CHE Manager will provide direct supervision to program coordinators and department wide interns.*

**DUTIES AND RESPONSIBILITIES**

* Plan, implement, and supervise community health education programs such as Cooking Matters, Community Engagement workshops, Grocery Bags for Seniors, Diabetic Education for Seniors, Senior Nutrition, Community Health Education Academy, and other programs as needed.
* Assists with planning, coordination, and implementation of Employee Wellness.
* Serve as the liaison with community partners, satellite partners, and program sites and maintain regular communication with host agencies.
* Provide Spanish translation services, host classes or webinars in Spanish, and review any work submitted by interns in Spanish.
* Address unexpected programmatic challenges as they arise, elevating as necessary.
* Identify community partners within Food Shuttle service counties that would be appropriate course and tour partners and assess their interest in implementing CHE Programs.
* Conduct ongoing assessment of existing partners to ensure programming meets quality standards and adheres to Cooking Matters implementation standards in accordance with the Share Our Strength Gold Standards and Food Shuttle mission.
* Complete all programs related databases, records, and reports in a timely and accurate fashion.
* Develop training materials to communicate key messages in ways that are relevant and applicable to the lives of program participants.
* Oversee programming operations including volunteer trainings, equipment, supplies, groceries, food safety, transporting supplies, etc.
* Coordinate event days as necessary.
* As needed, fill in for roles traditionally held by coordinators or volunteers including Cooking Matters roles or packing for Grocery Bags for Seniors.
* Other duties as assigned

**QUALIFICATIONS**

* Bachelor’s degree in Public Health, Health Education, Nutrition, or related field required
* At least 2 years of program management/program development experience.
* Bilingual or fluent in Spanish required.
* Very strong ability to multi-task and balance projects and various stages simultaneously.
* Strong interpersonal skills.
* Excellent communication/public-speaking skills.
* Able to solve problems and overcome challenges quickly and creatively.
* Ability to set own schedule, manage multiple priorities and meet deadlines in a fast-paced environment.
* Passionate about eradicating hunger.
* Proven ability to work steadily and independently with minimum supervision.
* Ability to work positively with a team.
* Ability to pass a criminal background check.
* Valid North Carolina Driving License and insurable motor vehicle record.

**CORE COMPETENCIES**

* **Building Collaborative Relationships:** The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.
* **Empowering Others:** The ability to convey confidence in employees’ ability to be successful, especially at challenging new tasks; delegating significant responsibility and authority; allowing employees freedom to decide how they will accomplish their goals and resolve issues.
* **Managing Change:** The ability to demonstrate support for innovation and for organizational changes needed to improve the organization’s effectiveness; initiating, sponsoring, and implementing organizational change; helping others to successfully manage organizational change.
* **Initiative:** Identifying what needs to be done and doing it before being asked or before the situation requires it.

**WORKING CONDITIONS**

* Work Environment: Work is value, goal and deadline oriented with frequent interaction with community partners.
* Primarily computer work in a climate controlled, office setting, with extended hours as needed.
* Some physical work in both warehouse and outdoor settings, in all weather conditions and temperatures is required.
* The noise level is typically moderate.

**PHYSICAL REQUIREMENTS**

* Warehousing: requires lifting and carrying crates up to 50 lbs.; walk-in cooler/freezer use

**DIRECT REPORTS**

Program Coordinator

**TO APPLY**

Please send **resume and cover letter** to [recruiter@FoodShuttle.org](mailto:recruiter@FoodShuttle.org)

***Inter-Faith Food Shuttle is an Equal Opportunity Employer. We respect and seek to build a team of individuals from diverse cultures, perspectives, skills and experiences.***