



SOUTH MICHIGAN FOOD BANK

South Michigan Food Bank Community Nutrition and Health Program Manager

Mission & Vision

The mission of South Michigan Food Bank is to feed hungry people by collecting and distributing food and grocery products, advocating for hunger-relief programs, and collaborating with others who address basic human needs. We believe that no one should go hungry, and we are dedicated to building and sustaining a community that makes grocery products accessible to all people.

Job Title: Community Nutrition and Health Program Manager

Reports to: Chief Operating Officer

Prepared by: Chief Operating Officer

Approved by: Chief Executive Officer

Supervisory Responsibilities: No

WC Code: 8018

FLSA: Exempt

Prepared: 9/8/2020

Revised date:

General Description and Position Summary

The Community Nutrition and Health Program Manager will strategically implement health and nutrition programming, targeting food insecure individuals in our 8 county service area. They will educate our partners and their clients about the relationship between food and health, healthy lifestyles, and nutrition while promoting healthy living in our community. In addition, they will support and manage relationships with health care and other large partners to develop and coordinate the provision of support, resources, and education to the communities we serve.

Essential Duties and Responsibilities

- Design and build transformational nutrition education partnerships with community-based and health organizations committed to health equity in under-resourced communities.
- Lead in the planning, development, and implementation of programming to promote health and nutrition in our 8 county service area, specifically targeting individuals who are food insecure.
- Establish a nutrition education framework that leverages evidence-based approaches that have proven most effective in populations with the highest health disparities.
- Evaluate the effectiveness of health and nutrition promotion strategies and programs; develop and administer research and evaluation tools.
- Transform how education efforts are led through technology.
- Represent the South Michigan Food Bank at various community groups and meetings.
- Coordinate reporting and compliance for various grant-funded programs and activities.
- Develop South Michigan Food Bank health and nutrition policies in partnerships with internal and external stakeholders.
- Disseminate a variety of information and/or reports to various agencies, divisions, or departments.
- Assist with community events as needed (health fairs, program partner presentations, etc.)
- Assist with department or agency-wide events, as requested.
- Perform other related duties as assigned.

Qualifications

- Bachelor's degree with major course work in dietetics, health education, public health, community health, or a closely related field or equivalent experience/training, plus 2 years' experience preferred.
- A valid driver's license, a reliable car, and insurance.
- Excellent verbal, analytical, organizational, and written skills.
- Proficient with Microsoft Office (Word, Excel, Outlook) and standard office equipment.



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- Demonstrated customer relationship management and partnership development skills and ability to work collaboratively with a wide variety of organizations from academic institutions to community food pantries, progressing relationships from a sole focus on food distribution to advancing a culture of community nutrition and health.
- Ability to speak in front of a group and facilitate training and meetings.
- Flexible and open to working in a variety of settings and neighborhoods across our 8 counties, and occasional evenings and weekends.
- ServSafe Certified or the ability to be certified.
- Strong writing, graphic presentation, and editing skills for creation of program materials and collateral.

Work Environment

- Work is performed in a warehouse type setting with a significant amount of walking on concrete surfaces.
- Associate may work in temperatures with extreme variations for prolonged periods of time — coolers & freezers.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- Associate is routinely required to lift and transport heavy items to waist level up to 75lbs.
- Frequent bending, stopping, reaching, climbing, and walking are required.
- This position would normally have routine opportunities to alter physical position or change eye focus.
- Operation of heavy equipment, such as stand up/sit down fork lifts and electric/hand pallet jacks.

South Michigan Food Bank is an equal opportunity employer.