



**Nutrition Outreach Coordinator**  
**Status: Full Time/Exempt**  
**\$50,000-\$58,000 annually**  
**Reports to: Director of Food Access and Education**

**OUR MISSION:**

**The Chester County Food Bank seeks to create a food secure Chester County. We mobilize our community to ensure access to real, healthy food.** Chester County Food Bank (CCFB) is a county wide, non-profit organization located in Exton, PA and has been in existence since 2009. CCFB works with over 150 agency partners to distribute over 3 million pounds of food annually to 10% of Chester County residents. We provide educational opportunities through programs like Eat Fresh, Fresh2You Mobile Market and Seed to Supper to engage the community in hands on learning experiences.

**POSITION SUMMARY:**

The Nutrition Outreach Coordinator works as part of the Food Access and Education team to address the health disparities for food insecure individuals and families by increasing access to fresh fruits and vegetables and providing educational opportunities. The Coordinator serves as the main point of contact for all Fresh Rx (FreshRx) health care partners, develops and implements outreach, communication and evaluation efforts for Food as Medicine programming, FMNP, and SNAP. The Coordinator ensures accurate documentation, data collection and reporting. This position works in collaboration with CCFB staff on all Food Access and Education programming.

**ESSENTIAL FUNCTIONS:**

The essential functions include, but are not limited to the following:

- Operate Food as Medicine program food distributions at mobile market and other community sites.
- Work as a member of Fresh2You Mobile Market team; staff several market locations and assist team as needed during the Fresh2You Mobile Market season.
- Assist FreshRx participants with filling their prescriptions at the mobile market, maintain regular "feet on the ground" and understanding of participant needs and provide resources.
- Ensure all necessary patient data is collected, maintained, and monitored accurately by partners, and then provided toCCFB.
- Plan and implement educational workshops for Food as Medicine programs.
- Assist with the development and implementation of outreach strategies, training, and streamlining of communication related to Food as Medicine programs.
- Provide outreach to the community to promote SNAP, FMNP, and Food as Medicine programs.
- Create and distribute materials to individuals and organizations to increase awareness and support for SNAP and FMNP for retailers.
- Assist with SNAP enrollment and other related needs.
- Collect data related to FreshRx from partner sites and work with them to administer and improve the program.
- Cultivate relationships with partner healthcare providers; answer questions as needed,



- keep contact information up to date and make programmatic adjustments as needed.
- Supervise interns and volunteers for Food as Medicine programming, including dietetic interns.
- Perform all other duties as assigned.

Due to the nature of the CCFB programs and services, it is essential that incumbent is able to perform their essential job functions and consistently meet the qualifications and physical requirements.

**MINIMUM QUALIFICATIONS** (Knowledge, Skills, and Abilities):

- Bachelor's degree in Public Health, Community Nutrition or related field required.
- Registered Dietitian (RD) or Licensed Dietician Nutritionist (LDN), required.
- Demonstrated interest and knowledge in community-based health, nutrition, and local food systems.
- Bi-lingual, fluent in English and Spanish, both verbally and in writing, preferred.
- Communicates effectively and respectfully with at risk populations and people from diverse backgrounds; demonstrates cultural sensitivity.
- High level of comfort with technology, especially for learning mobile-based applications such as point of sale and database platforms.
- Understanding of evaluation and data analysis.
- Excellent verbal and written communication skills.
- Exceptional interpersonal and customer service skills.
- Detail-oriented with ability to complete tasks in a timely manner.
- Strong collaboration and organizational skills with the ability to work independently *and* in a team.
- Innovative, creative and the ability to adapt.
- Punctual and reliable, with the ability to serve a flexible schedule, including evenings and weekends.
- A valid driver's license, reliable personal vehicle and a clean driving record are required.

**WORK SCHEDULE:** This is a full-time exempt, salaried position. The hours typically are between 8:00 a.m. - 5:00 p.m. Monday – Friday but may require the flexibility to work evening and weekend hours to meet the needs of the Food Bank.



**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

This position must have the ability to work in adverse conditions and extreme weather such as heat, humidity, cold, dirt/dust, pollen, precipitation, wind, and sun. The worker is involved in outdoor and indoor activities and subject to temperatures below 35 degrees F and above 90 degrees F. Outdoor elements such as precipitation and wind possible. The environment can be noisy and distracting.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions.

- Communicating with others to exchange information, instructions, and ideas by means of spoken words, typed or handwritten notes, forms and other work materials, use of a computer, laptop, or other electronic device.
- Lifting: Ability to lift objects that includes moving the objects up to 30 pounds.
- Sedentary work that primarily involves sitting/standing. Particularly for sustained periods of time.
- Moving self in different positions to accomplish tasks in various environments including tight and confined spaces. Moving about to accomplish tasks or moving from one worksite to another.
- Other movements required from time to time may include, but are not limited to, stooping, kneeling, stepping, crouching, crawling, reaching, pushing, pulling, grasping, and repetitive motion of hand, fingers, and wrists.

**EQUAL OPPORTUNITY:** The Chester County Food Bank considers candidates for all positions on the basis of qualifications and without regard to race, color, religion, gender, national origin, genetic information, age, physical or mental disability, sexual orientation, marital status, or status as a Vietnam -era or special disabled veteran or other protected classification and in accordance with applicable federal, state, and local laws.

Chester County Food Bank reserves the right to change this job description as conditions change.

See the full job description on our website:

<https://chestercountyfoodbank.org/get-to-know-us/join-our-team/>

TO APPLY: Please email your resume to [jobs@chestercountyfoodbank.org](mailto:jobs@chestercountyfoodbank.org). No phone calls please