



## JOB DESCRIPTION

**Job Title:** Nutrition Education Instructor (Grant Contracted)  
**Reports To:** LIVE HEALTHY! Direct Education Program Director

### Description

The New York Common Pantry, the largest community based emergency feeding organization in New York City, is seeking a qualified full-time **Bilingual (Spanish Speaking) Nutrition Education Instructor to fill a grant contracted** position for its LIVE HEALTHY! program. As a part of the Eat Smart NY Program, Live Healthy! offers hands-on, interactive nutrition education workshops to the children and adults of New York City aimed to improve the overall quality of life. A strong emphasis is placed on the nutritional value of fresh fruits and vegetables and their impact on healthy living and longevity. This job is a full-time, exempt position and requires weekend work. Work schedule is set according to classes offered offsite. **Extensive travel on public transit is required. This is a grant contracted position contracted through September 30, 2019, eligibility for extension based on grant funding.**

### Responsibilities:

- Provide 40 off-site and on-site nutrition education activities monthly, including nutrition education classes, cooking demonstrations, and active living activities to program sites throughout Upper Manhattan and the Bronx.
- Ability to lead all aspects of preparation, implementation, instruction and take-down for all activities.
- Ability to carry and transport supplies and equipment, climb stairs, with or without reasonable accommodation. Lifting equipment in excess of 40 lbs.
- Ability to work independently and to effectively collaborate with LIVE HEALTHY! team members and Community site staff.
- Ability to meet travel requirements associated with this position.
- Ability to meet acceptable background check standards.
- Initiate and engage in communication with community partners about class scheduling and organization.
- Ensure that there is adequate supply and materials for each activity.
- Ensure that all attendance records and reporting methods are completed accurately.
- Enter client activity and research data into agency authorized databases.
- Ability to meet acceptable background check standards.
- Perform other duties as assigned by the Nutrition Education Program Managers and Program Director.

### Preferred Qualifications:

- **Must Be Bilingual (English/Spanish).**
- Bachelor's Degree in Dietetics/Nutrition related fields and experience in nutrition education, exercise training or other public health related work. Associate's Degree plus 2 years' transferrable program/functional experience may substitute.
- Strong Public Speaking skills and experience.
- Punctual and reliable; Honest and trustworthy; Respectful and diplomatic; flexible and proactive and demonstrate a solid work ethic.
- Strong personal interest in cooking, active and healthy living.
- Ability to plan, organize, and deliver informal and formal educational programs. Strong public speaking skills
- Knowledge of farmers' markets, basic nutrition, family budgeting, and financial management, or demonstration of a willingness to learn the above.
- Ability to relate to diverse populations and age ranges.
- Ability to identify, contact, and collaborate with potential partners in different communities.
- Ability to plan and organize personal work responsibilities according to priorities developed with immediate supervisor.
- Proficiency in the use of modern electronic technology (e.g., video, audio, computers, texting, Microsoft Office Programs, etc.)

### How TO APPLY:

Please email a cover letter and resume to Suheddy Pena, Live Healthy! Program Manager, at [spena@nycommonpantry.org](mailto:spena@nycommonpantry.org). Please place job title in email subject line. Only candidates who will be invited for an initial interview will be contacted. No phone calls, please.

**About Organization:**

see <http://www.nycommonpantry.org> for more information