



## JOB DESCRIPTION

**Job Title:** Public Health Nutritionist II  
**Reports to:** Food Equity Program Coordinator  
**Hours:** 9 am -5 pm. Full-time, non-exempt position.

The Public Health Nutritionist II will be part of the SNAP-ED II Team which engages with pantries, schools, community-based organizations, senior centers and healthcare centers to provide nutrition education and policy, systems, and environmental changes, including Farm Share and FVRx initiatives, that aim to create access to healthy foods and improve health outcomes in low-income communities. The Public Health Nutritionist II is responsible for the day-to-day organization of the Farm Share/FVRx Initiatives and supports key SNAP-ED II Team activities, including NY Common Pantry wellness initiatives, and Nutrition Education. This job is a full-time, non-exempt position. **Extensive travel on public transit is required (our grant covers a monthly MetroCard).**

### Job Responsibilities

- Implement Farm Share/Fruit and Vegetable Prescription Program (FVRx) Initiatives serving low-income populations throughout Upper Manhattan and the Bronx area.
- Ensure that there is adequate supplies and materials needed to implement Farm Share/FVRx Initiatives.
- Facilitate all aspects of the Farm Share operations, including counting, packing, and distributing produce shares and add-ons to our shareholders and provide excellent customer service to our valued participants/shareholders.
- Support SNAP-ED II team activities, such as nutrition workshops and cooking demonstrations, to program sites throughout Upper Manhattan and the South Bronx.
- Lead all aspects of preparation, implementation, instruction, and take-down for Farm Share/FVRx Initiatives, all assigned SNAP-ED II activities and meetings.
- Transport equipment and supplies to and from sites—lifting equipment in excess of 50 lbs.
- Participate in required meetings including SNAP-Ed meetings and weekly team meetings.
- Conduct needs and readiness assessments following best practices guidelines as assigned by the Food Equity Program Coordinator.
- Conduct focus groups and qualitative surveys to assess programmatic areas of growth.
- Assist with data collection, organization, and data entry. Ensure proper data collection techniques are used to acquire evaluation data and that the integrity and validity of data are secure.
- Plan and organize work responsibilities according to priorities developed with the Food Equity Program Coordinator.
- Work independently and effectively collaborate with SNAP-ED II team members, community, and stakeholders.
- Communicate frequently and professionally with team members and have a solution-oriented approach to program planning.
- Collaborate with other programs throughout NY Common Pantry, to develop interdepartmental program objectives and increase the stability and health of our pantry community.
- Support NY Common Pantry's Thanksgiving and Holiday Toy distribution in collaboration with all agency programs.
- Collaborate on other program-related or agency-related activities as assigned by the LH! Program Director.
- Work flexible hours, which may include evenings and/or weekends, as scheduled.

**Required Qualifications:**

- Bachelors in Nutrition or Public Health, Public Policy, or related fields required. Minimum of 2 years' field experience
- English/Spanish Bilingual is preferred
- Strong public speaking skills and group facilitation skills.
- Experience in Community outreach and Project Management is preferred;
- Punctual and reliable; Honest and trustworthy; Respectful and diplomatic; flexible and proactive and demonstrate a solid work ethic.
- Must have great professional communication skills and be eager to give, and receive feedback in a professional and thoughtful manner.
- Ability to meet acceptable background check standards.
- Ability to work independently and to effectively collaborate with SNAP-ED II team members, community and school staff.
- Ability to carry supplies and equipment, climb stairs, with or without reasonable accommodation.
- Ability to meet travel requirements associated with this position.
- Ability to facilitate programming with diverse populations and age ranges. Must be culturally sensitive and proficient in health literacy skills.
- Ability to problem-solve, be resourceful and can drive projects from planning to completion with minimal supervision.
- Career-minded and want to use your skills to instill positive change in the community and see yourself growing into next-level leadership positions.