



JOB DESCRIPTION
Nutrition Program Assistant
Location: New York, NY

New York Common Pantry (NYCP) is one of the city's largest food pantries, providing food assistance, case management services, senior food provision, nutrition education, and hygiene services. We are a dynamic, mission-driven organization, experiencing rapid growth and expansion at this time.

NYCP is a poverty-fighting organization that reduces hunger and promotes dignity, health, and self-sufficiency by using a holistic approach to reach over 60,000 distinct people--over 500,000 guests each year. Last year, we served almost 8 million meals. Through an array of programs that we offer we look to establish long-term stability for those we serve.

NYCP is seeking a Nutrition Program Assistant to join our Live Healthy! Team. The primary purpose of the Nutrition Program Assistant is an integral part of NY Common Pantry's Live Healthy! Team, supporting the administrative needs of the Nutrition Education and Food Equity initiatives through food purchasing and preparation for nutrition workshops, facilitating communication between our participants and team, creating engaging and visually appealing educational materials, supporting the management of Food and Non-Food Supplies, facilitating Food and Recipe Management and Coordination of Live Healthy!'s office/administrative systems.

The Nutrition Program Assistant position is a full-time, non-exempt position. This role has flexibility for hybrid work but is required to be in the office at least four (4) times a week.

Extensive travel on public transit is required (a monthly MetroCard is covered by the grant). The Nutrition Program Assistant will report to the Director of Nutrition. The Nutrition Program Assistant will be located at 423 E 138th St, 2nd floor, Bronx, New York, 10454.

Responsibilities:

- **Office Management**
 - Support the administrative needs of Live Healthy! Team.
 - Assist in the control of inventory and ordering of food and non-food supplies.
 - Manage inventories and purchases of office supplies for Live Healthy! Team.
 - Assist in onboarding/preparation for new employees.
 - Support Senior Data Analyst to maintain data entry into PEARS system.

- **Food Resource Management**
 - Assist in all aspects of food preparation of food supplies for nutrition education classes.
 - Utilize our Standard Recipes for preparation and portioning of all products; portion food products prior to cooking according to standard portion sizes and recipe specifications.
 - Label and stock all ingredients on shelves so they can be organized and easily accessible.
 - Ensure all food and other items are stored properly, and food safety standards are followed.
 - Assist with the cleaning, sanitation, and organization of the kitchen, walk-in coolers, and all storage areas.
 - Strive to learn to improve cooking skills and expand knowledge about food products and techniques.
 - Attend all scheduled employee meetings and bring suggestions for improvement.

- **Program Support**
 - Support recipe testing, video capture, editing, and assembly of digital resources.
 - Help the recipe club preparation and streaming for digital outlets.
 - Assist in the creation and sharing of digital and virtual educational and programmatic resources.
 - Aid in promotions and distribution of program materials.
 - Support farm share operations and logistics for deliveries and site coordination.
 - Engage members and participants through utilization of communication platforms.

- **Miscellaneous**
 - Organize office operations, facilities, and supplies.
 - Conduct bidding for large repairs, purchases, maintenance, service contracts, and leasehold improvements when required.
 - Social Media Communications and Notifications for participants.
 - Scheduling Text Communication reminders for participants.
 - Printing and Material Preparation for LH activities.
 - Other responsibilities as assigned.

Qualifications:

- Bilingual in Spanish and/or Mandarin is a plus.
- One (1) year of administrative experience in a professional environment is a plus.
- Commitment to helping the communities in need and NYCP's work and mission.
- Experience with food safety and food handling principles is a plus.
- Excellent written communications skills, including proofreading, correspondence, and composition.
- Proficient in Microsoft Office Suite and Google Drive.
- Excellent interpersonal, verbal, listening, communication, organizational, and time management skills.

- Ability to effectively multitask in a fast-paced office environment.
- Interest in food and nutrition, public health, community advocacy, and/or equity work
- Proficiency in video editing, content creation, social media management, and communications.
- A valid driver's license is a plus.

This is not an exhaustive list of all responsibilities, duties, skills, efforts or requirements, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. This description does not constitute a contract of employment and NYCP may exercise its employment-at-will rights at any time.

Please note that NYCP requires all employees to be fully vaccinated against COVID-19 as a condition of employment. Accordingly, successful candidates must be fully vaccinated against COVID-19 and submit proof of vaccination prior to the commencement of employment, unless they qualify for a reasonable accommodation for bona fide medical or religious reasons. This ensures that NYCP's employees and participants are protected and the organization can safely operate.

To Apply:

Please submit your resume and cover letter to: jobs@nycommonpantry.org

If you'd like to apply via mail, please submit your application to the address below:

Human Resources Department
New York Common Pantry
8 East 109th Street
New York, NY 10029

New York Common Pantry is an Equal Opportunity Employer and is committed to providing equal employment opportunities to you without regard to race, creed, color, religion, national origin, sex, sexual orientation, pregnancy, marital status, age, veteran status, medical condition or disability, genetic information, gender identity, or any other protected status under federal, state, or local law.

Pay: \$21.00 - \$24.00/hour

Benefits:

- Medical, Dental, and Vision benefits
- 403(b) Retirement Account
- Pre-tax Transit Benefits
- Life Insurance, Short Term Disability, and Long Term Disability

- Paid time off, including Vacation, Personal, and Sick
- Paid Holidays