



## **JOB DESCRIPTION**

### **Public Health Nutritionist-Chinese Speaker**

**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.

New York Common Pantry (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 qualified Public Health Nutritionist candidates for a temporary full-time position, 35 hours per week. The Public Health Nutritionist position duration is one (1) year.

The Public Health Nutritionist is responsible for planning activities, events, workshops, and producing outputs that will lead to a healthier food environment, focusing on serving the SNAP population. The Support is needed for Greenmarket Season, Nutrition Education, Farmer's Market Tours, Farmshare, Food MD FVRx Program, Recipe Video Production, and many other community nutrition experiences and opportunities. As a part of the SNAP-Ed Program, LIVE HEALTHY! offers virtual and in-person interactive nutrition education workshops to children, seniors, and adults throughout New York City, aimed at improving the overall quality of life.

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

### **Responsibilities:**

- Implement SNAP-Ed II Nutrition Education and PSE Activities throughout Upper Manhattan and the Bronx area.
- Lead all aspects of preparation, implementation, instruction, and take-down for all assigned SNAP-Ed activities and meetings.
- Initiate and engage in communication with community partners about class scheduling and organization.
- Ensure that there is adequate supply and materials for each activity.
- Confirm that all attendance records and reporting methods are completed accurately.
- Collaborate with the Nutrition Education/Food Equity Team on the organization and implementation of SNAP-Ed II activities within each project.
- Complete data entry and submit monthly reports on Nutrition Education and Food Equity activities to the Program Manager.
- Assist with data collection, organization, and data entry and ensure proper data collection techniques are used in acquiring evaluation data and ensure the integrity and validity of the data are secure.
- Participate in required meetings, including SNAP-Ed required meetings and weekly team meetings.
- Plan and organize work responsibilities according to priorities developed with the immediate supervisor.

- Collaborate on other program-related or agency-related activities as assigned by the Director of Nutrition.
- Work both independently and collectively to effectively collaborate with LIVE HEALTHY! team members, and our community.
- Communicate frequently and professionally with all team players and have a solution-oriented approach to program planning.
- Work flexible hours, which may include evenings and/or weekends, as scheduled.
- Other responsibilities as assigned.

**Qualifications:**

- Bachelor's degree in Nutrition, Health Education, and/or Public Health or Associate's Degree plus two years' transferrable program/functional experience.
- Commitment to helping the communities in need and NYCP's work and mission.
- Ability to work in outdoor weather conditions, including heat and cold.
- Present effective and relevant educational lessons to target audiences and work with diverse audiences of all ages.
- Disposed to carry supplies and equipment, and climb stairs, with or without reasonable accommodation.
- Read, write, and communicate professionally in English and Chinese.
- Capability to meet travel requirements associated with this position.
- Ability to learn new programs quickly; including participant surveys, text communication system, readiness assessment, and partner capacity measuring tools;
- Planned, organize, and deliver informal and formal educational programs. Strong public speaking skills.
- Prioritize work responsibilities effectively based on departmental needs.
- Proficiency in the use of modern electronic technology (e.g., video, audio, computers, texting, Microsoft Office Programs, etc.)

*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](mailto: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-\$23.00/hour

**Benefit:**

- Paid time off, including Vacation, Personal, and Sick
- Paid Holidays
- Medical, Dental, and Vision benefits
- 403(b) Retirement Account
- Pre-tax Transit benefits
- A monthly MetroCard is covered by the grant