

Food & Nutrition Program Specialist

POSITION SUMMARY:

The Food & Nutrition Program Specialist will report to the Immigrant Integration Resource Center Coordinator and will perform duties of leading activities associated with the food pantry, the Veggie Thursday program, food delivery, food inventory, and cooking & nutrition-based workshops for community residents.

REPORTS TO: *Immigrant Integration Resource Center Coordinator*

ESSENTIAL FUNCTIONS:

Coordination of Food Delivery and Food Pantry Pick Up Program

- Oversee intake process for food pantry program
- Coordinate schedule for food delivery to community residents, including families and elderly
- Supervise food driver and delivery support staff
- Communicate food delivery schedule to residents who participate in food pantry program
- Ensure timely delivery of food items and excellent customer service

Leadership of Veggie Thursday Initiative

- Oversee intake process for Veggie Thursday initiative
- Work with local food banks and farms to secure vegetables for community resident pick up
- Develop marketing materials to increase awareness of Veggie Thursday initiative
- Share resources with local partnering organizations

Tracking & Inventory

- Track food items in stock
- Pick up food items based on inventory levels, program need, and community demand
- Ensure adequate inventory levels needed to support food programs

Implementation of Nutrition Education and Workshops

- Develop and/or coordinate workshops focused on healthy eating and cooking
- Develop educational content on ways to cook and preserve cultural dishes using healthy ingredients and healthy cooking practices
- Establish key partnerships with local business, nonprofits, health centers and other entities that are able to support nutrition education programs

Other/Miscellaneous

- Other duties, as assigned

REQUIRED QUALIFICATIONS:

The Food & Nutrition Program Specialist will be thoroughly committed to the Cape Verdean Association of Boston's mission. Concrete demonstrable experience and other qualifications include:

- Associate's Degree
- Supervisory Experience
- Valid Driver's License
- Skills for organization and calendar management
- Ability to clearly and effectively communicate ideas verbally and in written format
- Interpersonal skills and ability to work cooperatively with others
- Experience with project coordination and project management
- Experience working with community resources, and familiarity with Boston community being served
- Experience working with community residents across language and cultural difference

PREFERRED QUALIFICATIONS:

- Fluent and/or proficient in the Cabo Verdean Kriolu language
- Supervisory experience
- Experience working within multiple cultural contexts
- Past experience working in Dorchester, specifically the Bowdoin-Geneva communities

COMPENSATION:

- Hourly rate is \$18 – \$22 dollars per hour
- The position requires 25 hours per week of work