



JOB DESCRIPTION

Job Title: Bilingual Nutrition Education Instructor
Reports To: LIVE HEALTHY! Program Manager

Description

The New York Common Pantry, the largest community based emergency feeding organization in New York City, is seeking a **full-time Bilingual Nutrition Education Instructor** 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 occasional weekend work. Work schedule is set according to classes offered offsite. Extensive travel on public transit is required.

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 South Bronx.
- Lead **all aspects** of preparation, implementation, instruction and take-down for all activities.
- Engage participants in environmental/social media/social marketing activities focused on healthy eating and overall wellness.
- Organize food for each nutrition workshops; assist with food procurement and recipe preparation and demonstration.
- Initiate and engage in communication with community partners about class scheduling and organization.
- Ensure that there is adequate supply and materials for each activity.
- Transport equipment and supplies to and from activities. Lifting equipment in excess of 50 lbs.
- Ensure that all attendance records and reporting methods are completed accurately.
- Enter client activity and research data into agency authorized databases.
- Perform other duties as assigned by the Nutrition Education Program Managers and Program Director.

Qualifications:

- Bachelor's Degree in Dietetics/Nutrition or related fields, and experience in nutrition education, exercise training or other public health related work.
- Bilingual strongly preferred (English/Spanish).
- Strong public speaking skills and experience.
- Strong personal interest in cooking, active and healthy living. We love sharing tips and recipes!
- Strong clerical and organizational skills. Must be detail oriented and able to multi-task. Our instructors wear many hats!
- A strong passion for nutrition and food justice along with a sense of constant intellectual curiosity.
- An innate sense of entrepreneurship, and the desire and ability to thrive in a fun and creative environment. Must possess a growth mindset.
- Must be comfortable working with diverse populations and age ranges.
- Must be able to lift 50lbs+ and comfortable on your feet for a few hours at a time.
- Punctual and reliable; Capable of strict confidentiality, when required; Honest and trustworthy; Respectful and diplomatic; Possess cultural awareness and sensitivity; flexible and proactive; and demonstrate a solid work ethic.
- Proficiency in Microsoft Word, Excel and PowerPoint is required. Knowledge of database programs is preferred.

Perks:

- Unlimited Monthly Metrocard
- 14 days paid time off, plus paid sick leave and 11 observed holidays
- A supportive environment that encourages creativity and new ideas. We want to hear from you, and we want you to grow while we grow!

How TO APPLY:

Please email a cover letter and resume to Sara Bartels, Live Healthy! Program Manager, at sbartels@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