



## JOB DESCRIPTION

**Job Title:** PSE Coordinator/Nutrition Education Instructor  
**Reports To:** LIVE HEALTHY! PSE Program Manager  
**Hours:** 9 am -5 pm. Full-time, exempt position.

The PSE Coordinator/Nutrition Education Instructor will be part of the Policy, Systems and Environmental change (PSE) Team which engages with schools, community based organizations, senior centers and establish the need for wellness policies using standardized assessments. He/She will conduct readiness assessments and develop a timeline based on our partner's needs and implement activities based on our logic model. The PSE/Nutrition Education Instructor is responsible for planning activities, events, and producing outputs that will lead to a healthier food environments, focusing on serving the SNAP-Ed eligible population. The PSE/Nutrition Education Instructor is responsible for briefing the PSE Manager on all aspects of event planning and execution using project management tools. **Extensive travel on public transit is required (a monthly metrocard is covered by our grant) .**

### Job Responsibilities

- Develop partnerships with organizations to implement PSE interventions.
- Plan, develop and implement community outreach activities throughout Upper Manhattan and the Bronx area.
- Conduct needs and readiness assessments following best practices guidelines.
- 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.
- Complete data entry and monthly reports carefully and accurately.
- Collaborate with Direct Education Team on the organization and implementation of nutrition education activities.
- Participate in required meetings, including all OTDA required meetings, weekly team meetings and SNAP-Ed training events.
- Communicate frequently and professionally with all team players and have a solution-oriented approach to program planning.

### Required Skills

- You can work independently but enjoy teamwork and see yourself as a key contributor.
- You are a problem-solver, resourceful and who can drive projects from planning to completion with minimal supervision.
- You are career-minded and want to use your skills to instill positive change in the community.
- You are a great communicator who is eager to give, and receive, feedback in a professional and thoughtful manner.
- You see yourself growing into a leadership position.
- You are culturally sensitive and are able to shift your perspective if a situation calls for it.

**Qualifications:** Bachelors in Nutrition or Public Health, Public Policy, or related field required; Experience in community outreach preferred; English/Spanish Bilingual is preferred; Strong public speaking and classroom management skills required; and Proficiency in Microsoft Office is required. Must be detail oriented and able to multitask. Must be comfortable working with diverse populations and age ranges. Bilingual preferred (English/Spanish). Punctual and reliable.

### 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](mailto: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