

New York City Department of Health and Mental Hygiene, Healthy Eating Unit Temporary, Part-time Stellar Farmers Markets Nutrition Educator

Overview

The Healthy Eating Unit within the New York City Department of Health and Mental Hygiene's (DOHMH) Bureau of Chronic Disease Prevention and Tobacco Control is seeking educators to conduct nutrition education and food workshops at farmers markets serving low-income New Yorkers as part of the DOHMH's Stellar Farmers Markets program (SFM). SFM engages with adults and staff at farmers markets to support and encourage healthy eating habits.

Position Details

Nutrition Educators will lead a team of three or more to prepare and deliver nutrition and cooking workshops at farmers markets from July-November 2018 and attend weekly Monday morning meetings at the DOHMH office in Long Island City, Queens. This paid position is part-time and seasonal to coincide with the regional growing season. Nutrition Educators will be required to attend a paid 5-day training from **June 18-June 22, 2018** and **commit to working a minimum of 2 days per week (plus weekly Monday morning meetings), including one weekend day, for the duration of the season.** Nutrition Educators' hours depend upon and coincide with market schedules.

Responsibilities

Duties will include, but are not limited to:

- Prepare for and implement nutrition education sessions including cooking demonstrations in accordance with program curriculum at assigned locations throughout NYC
- Ensure necessary materials are on site each week, purchase food, and maintain expense reports
- Lead and supervise a team of three or more at each market
- Assist with and ensure proper set-up and breakdown of tent, cooking equipment and educational materials
- Maintain food safety, follow curriculum and ensure integrity and fidelity of programming
- Market and promote program at farmers markets to ensure minimum required level of participation is achieved
- Assist with data collection at farmers markets
- Maintain and encourage environmentally sustainable practices at workshop sites
- Attend weekly staff meetings on Monday mornings at DOHMH offices in Long Island City
- Communicate regularly with onsite team and program coordinators at DOHMH

Requirements

- Must be eligible to work in the United States (**please see the last page for required documentation**)
- A minimum of 15 college credit hours in nutrition
- Experience providing education in multi-cultural settings with diverse populations
- Dynamic personality and excellent presentation, interpersonal and communications skills
- Willing and able to stand for long periods of time and work outside in inclement weather conditions

- Willing and able to regularly lift and transport items weighing up to 25 pounds (to and from storage site to workshop location each market day)
- Commitment to a minimum of 2 days per week of work (plus weekly Monday morning meetings), including one weekend day, for the duration for the season

Preferred Skills

- Experience conducting nutrition workshops
- Experience working as part of a team in a leadership role
- Basic culinary knowledge and skills
- ServSafe certification or successful completion of the NYC Food Protection course
- Knowledgeable about farmers markets, regional food systems and community food security issues in NYC
- Understanding of health inequities, regional food systems and community food security issues in NYC
- Basic proficiency in Microsoft Office software
- *Preference will be given to applicants with bilingual skills*

Interested candidates should send a completed application and resume to the DOHMH Nutrition Education Team at eatwell@health.nyc.gov. Deadline to apply is **March 19th 2018.**

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 5. Native American tribal document 6. U.S. Citizen ID Card (Form I-197) 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) 8. Employment authorization document issued by the Department of Homeland Security

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.