

Job Posting



Job Title: **Community Coordinator - Health & Nutrition**
Classification: Part-time, Hourly, Non-Exempt
Department: Health and Nutrition
Reports to: Regional Director, Lewiston
Location: Lewiston, ID
How to Apply: <https://idahofoodbank.org/about/employment/>

Job Summary:

The Community Health & Nutrition Coordinator advances The Idaho Foodbank's mission by supporting community health initiatives and nutrition education programs that increase access to healthy food and resources. This role collaborates with community organizations, healthcare providers, and regional partners to coordinate nutrition education programming, provide resources and support to partner agencies, and strengthen connections that help address barriers to health and food access. The coordinator gathers neighbors and community feedback to support program improvement and ensure services are relevant, accessible, and responsive to community needs. Duties and responsibilities may evolve to meet current and future program priorities.

This is a part-time role working approximately 20-24 hours per week with a future opportunity to transition to full-time, and the working hours and days are flexible based on program and community needs.

Primary Responsibilities and Duties:

Community Partnerships and Outreach

- Support and strengthen regional partnerships that advance community health and food access initiatives.
- Coordinate co-location of services with partner agencies and healthcare organizations to reduce barriers and improve access.
- Collaborate with internal teams and community partners to identify needs, support shared initiatives, and track participation and outcomes.
- Assist with collecting and organizing program data and feedback to help demonstrate program reach and impact.
- Participate in cross-sector initiatives with community leaders and organizations to strengthen collaboration, support inclusive and culturally responsive programs, and better serve diverse populations.

Nutrition Education Program Coordination

- Coordinate the implementation, scheduling, and tracking of nutrition education programming, including Cooking Matters, focused nutrition classes, and food demonstrations delivered through partner agencies, schools, food pantries, and community organizations.
- Support volunteers and partner agencies by providing training, resources, and tools that promote consistent, engaging, and high-quality nutrition education experiences, including recipes, cooking resources, pantry materials, and educational materials.
- Conduct food demonstrations and share healthy, affordable, and accessible meal ideas using pantry-friendly ingredients to support neighbors in building confidence around nutritious food choices.
- Maintain program records, collect participant feedback, and contribute to nutrition education communications and outreach materials to support reporting, continuous improvement, and increased access to resources.

Neighbor Voice and Community Insight

- Gather feedback from neighbors through surveys, conversations, classes, and partner agencies to better understand community needs, interests, and barriers.
- Summarize and share neighbor insights with internal teams to identify opportunities for

program improvement and ensure educational resources remain relevant, accessible, and responsive.

- Assist with collecting stories and feedback that demonstrate program impact and help communicate the value of nutrition education.

Knowledge, Skills, and Abilities

- 1-3 years' experience in education, nutrition, public health, community engagement, social work / social services, or related fields.
- Excellent oral and written communication skills, including the ability to deliver presentations and develop reports with technical information.
- Strong organizational, project management, problem-solving, and conflict resolution skills.
- Commitment to serving and fostering a sense of belonging for low-income individuals and households.
- Skilled in class facilitation and training.
- Ability to manage multiple projects, meet deadlines, and produce accurate work with attention to detail.
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) and use of standard office equipment.
- Ability to work both independently and collaboratively.
- Professional appearance required.
- Ability to lift up to 30 pounds.
- Valid driver's license and access to a vehicle with current auto insurance. Frequent regional travel and occasional statewide travel for meetings and training is required.
- Knowledge of food assistance programs, hunger issues, or experience with social service agencies is a plus!

Working Conditions

Work takes place in various office and kitchen environments within and outside The Idaho Foodbank. The role involves extensive computer and smartphone use. The employee will regularly lift and carry objects weighing up to 30 pounds, such as food and classroom supplies. In class settings, standing and working at counters or stoves for extended periods may be required. Work occasionally occurs outside normal working hours, including evenings and weekends. Regular travel within the community is necessary, with mileage reimbursement provided.

Employment Requirement

- Negative Drug Screen
- Successful Background Clearance
- Ability to obtain ServSafe Certification

Disclaimer

This job description in no way states or implies that these are the only duties to be performed by the employee in this position, and employment is "at will." Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give assignments. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Organizational Culture

At The Idaho Foodbank, we live our core values of **Belonging**, **Commitment**, and **Collaboration**. We're driven by our mission to nourish, educate, and advocate for food-secure communities. We believe every team member plays a vital, daily role in our mission.

Equal Opportunity Employer

The Idaho Foodbank is an Equal Opportunity Employer committed to fostering a welcoming and supportive workplace. We strive to create an environment where all employees and those we serve feel valued, respected, and empowered to reach their full potential. Our hiring and workplace practices are rooted in merit, fairness, and belonging.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity, or any other factor protected by applicable federal, state, or local laws.