

**IRIS HOUSE, A CENTER FOR WOMEN LIVING WITH HIV, INC.**

**POSITION DESCRIPTION**

**Position Title:** Nutrition Outreach Specialist                      **FLSA Status:** Exempt  
**Department:** Food and Nutrition  
**Reports To:** Director – Food and Nutrition                      **Date:** September 2017  
**Location:** West Side Headquarters (2348 Adam Clayton Powell Blvd)

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**POSITION SUMMARY**

The Nutrition Outreach Specialist (NOS) is responsible for the coordination of group nutrition health education, conducting community outreach measures, the review of client assessments testing increased nutrition health knowledge, referrals, and the tracking of client progress in the program. The NOS also ensures data collection and outcome measurement.

**ESSENTIAL POSITION FUNCTIONS**

1. Develops nutrition health education plans that incorporate: goals and objectives, frequency and duration of specific health and nutrition topics.
2. Responsible for conducting outreach and engagement measures to recruit clients to program and help reduce food insecurity within the community.
3. Maintains data records and program tracking to evaluate and document increased and improved nutrition health education.
4. Monitors, in conjunction with the Program Director, the appropriateness of the nutrition health education materials and lessons provided to the clients.
5. Establishes connections and communicates frequently with local health agencies, referral partners, and other local vendors to create and maintain relationships.
6. Acts as Team Leader to conduct community coordination activities.
7. Communicates and collaborates with Funders and responds timely and appropriately to all requests from funders, Program Director and Executive Director.
8. Attend and successfully complete all required training and represent the agency at various venues promoting the program and the agency.
9. Perform other duties as assigned by the Program Director.

**OTHER POSITION FUNCTIONS**

1. Serves as a liaison between Iris House and program providers and partners.
2. Demonstrates teamwork and open communication and has good interpersonal skills.

3. Participate in in-house and community presentations, research and grant writing.
4. Performs other related duties as assigned.

### **POSITION REQUIREMENTS**

**Required Education:** BA/BS in Nutrition or related field such as health education or family and consumer sciences

**Experience:** 1-2 years experience working in the field of chronic illness; 1-2 years' experience developing and facilitating nutrition health education

**Other Requirements:** Bilingual preferred (Spanish/English).

Must have excellent presentation and writing skills.

Possess an understanding of community level work and the importance of collaborating with other agencies.

Position requires cultural and linguistic competency with the target population.

### **CONTACTS**

**Internal:** Frequent contact with program directors and staff members from other departments.

**External:** Frequent contact with program partners and providers.

**Qualified candidates must send a cover letter and resume (as an attachment) to Jon Diamond, Director, Food and Nutrition Services, at [jdiamond@irishouse.org](mailto:jdiamond@irishouse.org)**