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

Position Title: **Nutrition Education and Outreach Specialist**  
FLSA Status: Part-time; non-exempt

Incumbent: Vacant  
Department: Food and Nutrition

Reports To: Director – Food and Nutrition Services  
Date: April 2021

Location: West Side Headquarters

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**POSITION SUMMARY**

The Nutrition Education and Outreach Specialist (NEOS) is responsible for the coordination of group nutrition health education (including community cooking classes), conducting community outreach, the review of client assessments, testing increased nutrition health knowledge, and the making and tracking of benefit navigation and health-related referrals during community pantry and off-site community outreach events. The NEOS will also work with the Program and Evaluation Manager and the Program Director to ensure data collection and outcome measurement protocols are followed. It is anticipated that the job is 25 hours per week, with flexibility in the hours between 9 a.m. to 5 p.m. Monday through Friday with the exception of fixed hours 9 a.m. to 5 p.m. on Thursdays.

**ESSENTIAL POSITION FUNCTIONS**

1. Develop 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. Assess client’s eligibility using the city’s benefit navigation system and make health-related referrals to service partners.

4. Maintain data records and program tracking to evaluate and document increased and improved nutrition health education.

5. Monitor, in conjunction with the Program Director, the appropriateness of the nutrition health education materials and lessons provided to the clients.

6. Establishes connections and communicates frequently with local health agencies, referral partners, and other local vendors to create and maintain relationships.

7. Acts as Team Leader to conduct community coordination activities.

8. Communicates and collaborates with Funders and responds timely and appropriately to all requests from funders, Program Director and Executive Director.

9. Attends and successfully completes all required training and represent the agency at various venues promoting the program and the agency.

10. Perform other duties as assigned by the Program Director.
POSITION REQUIREMENTS

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

Experience:  1-2 years’ experience developing and facilitating group education, community outreach, and nutrition health education (preferred).

Other Requirements:  Bilingual (Spanish/English) preferred, Must have excellent presentation and writing skills. Possess an understanding of community level work and the importance of collaborating with other agencies. Possess 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.

OTHER

• This job description is not intended to be all-inclusive. The employee will also perform other reasonable related duties as assigned by the supervisor or management.
• Management reserves the right to change, assign or reassign job duties and hours as needed prevail. This document is for management communication only and not intended to implied contract of employment.
• I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.
• I understand that Iris House, Inc. is an “at-will” employer

Qualified candidates please send a cover letter and your resume to:
Serge M. Jean, Director – Food and Nutrition Services, at SJean@irishouse.org