



FOOD for LANE COUNTY JOB DESCRIPTION

POSITION TITLE: Bilingual Nutrition Education Program Instructor

HOURS: Flexible; 150 hours/year (.07 FTE), must be available some weekends and evenings

CLASSIFICATION: Non-Exempt

HOURLY WAGE: \$17.00-\$18.00/hr.

SUMMARY of POSITION: The ideal candidate for this position has a passion for teaching nutrition education, is bilingual in Spanish and English, is self-motivated and self-directed, and desires a very part-time, flexible work schedule. The person in this position will coordinate FOOD for Lane County's nutrition education classes in Spanish. Classes vary in length and duration and can be scheduled according to the candidate's availability and the needs of the class site. The responsibilities for this position are to schedule and deliver hands-on cooking and nutrition education to low-income community members, utilizing *Cooking Matters*, *Latinos Saludables*, and other approved curriculum. The person in this position will assist in the training of volunteer instructors and assistants and recruit class participants.

PRIMARY TASKS AND RESPONSIBILITIES:

- Delivers general nutrition, basic cooking, food safety and budgeting classes in Spanish
- Promotes the availability of classes and actively works with potential host sites for classes, ensuring that class locations are accessible and meet the needs of eligible populations
- Recruits class participants
- Recruits and assists in the training of Spanish-speaking volunteer instructors to use approved curriculum
- Oversees the completion and timely submission of class paperwork

OTHER TASKS & RESPONSIBILITIES:

- Represents FOOD for Lane County with knowledge and respect
- Follows FFLC policies and procedures, and policies of other organizations with which FFLC has contractual obligations or partnerships
- Attends pertinent check-in and organizational meetings
- Performs other tasks as requested by supervisor

SKILLS AND QUALIFICATIONS:

- Bilingual Spanish/English required (includes reading, writing, and speaking Spanish/English)
- One year experience in community health or outreach work preferred
- Strong connections with local LatinX community
- Basic knowledge of current research and evidence-based nutrition and health recommendations

- Ability to cook healthy, budget-friendly recipes using culturally-appropriate ingredients and cooking skills
- College level coursework in nutrition, health, or related field preferred
- Excellent oral and written communication skills, including public speaking
- Proficient with software including Word, Excel, Outlook, internet research
- Knowledge of hunger and poverty issues from local and broader perspectives
- Sensitivity to, and ability to maintain, confidential information
- Possess a current Food Handler's Card or willingness to obtain required certifications at time of hire
- Ability to work independently as well as collaboratively with co-workers and community partners
- Ability to establish and maintain effective working relationships with diverse stakeholders
- Ability to keep a high energy, positive, welcoming, non-judgmental attitude at all times
- Ability to represent FOOD for Lane County in a professional and respectful manner
- Actively demonstrate FFLC's values of compassion, inclusion, and collaboration
- Ability to lift and carry up to 40 lbs.
- Current driver's license, safe driving record, current vehicle insurance, and ability to use personal vehicle for FFLC business
- All offers for employment are contingent on a satisfactory background check

FFLC is an Equal Opportunity Employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, marital status, veteran, or disability status.