

Seasonal Program Specialist

The Community FoodBank of New Jersey (CFBNJ), a member of Feeding America®, has been delivering food, help and hope across the state for over 40 years. Last year, CFBNJ provided nutritious food for over 55 million meals through its network of more than 1,000 community partners including pantries, soup kitchens, emergency shelters, mobile pantries, and child and senior feeding programs. Accompanying this, CFBNJ also provides vital programming as a frontline defense against hunger, helping families make ends meet and stretch food dollars further to alleviate food insecurity and improve health. For our hungry neighbors, the CFBNJ is the powerful agent of change that fills the emptiness caused by hunger and provides resources that are essential to earning a sustainable living.

The CFBNJ is looking for a Seasonal Program Specialist to coordinate all efforts between Summer Food Service Program (SFSP) and Kids Cafe Feeding Sites, Community Foodbank of NJ (CFBNJ) and New Jersey Department of Agriculture (NJDA) to serve meals to children throughout the summer as well as prepare programming logistics for the Child and Adult Care Feeding Program (CACFP) in the fall. The Seasonal Program Specialist is also responsible for nutrition related projects that may include working with partner agencies to promote distribution of healthy food items, conducting nutrition education, and coordinating health and wellness services.

This role will operate out of the Egg Harbor Township, NJ office and reports to the Director of Nutrition. This is an immediate opening that is seasonal through September 30, 2019 with potential to extend based on the availability of grant funding.

Responsibilities include, but are not limited to:

- Manage communication with program sites and internal departments regarding participant enrollment, deliveries, nutrition education and required paperwork.
- Determine and enroll eligible sites for participation in appropriate programs.
- Provide trainings to all program site staff by conducting orientations, mid-year trainings and additional workshops as required.
- Participate in all state sponsored trainings related to CACFP and SFSP.
- Communicate all required program information and changes to NJDA state representatives.
- Maintain all files and paperwork electronically via Sharepoint.
- Prepare all program materials for yearly audits by utilizing materials provided by state specialist.
- Work with program staff of collaborating agencies to maximize coordination of efforts and ensure that services are available to clients.
- Organize and conduct nutrition-related education, health screenings or wellness services as needed.
- Work with partner agencies to promote distribution of healthy food items through environmental changes and educational strategies.
- Conduct on site visits to Child Nutrition Programs and other partner agencies including food pantries in order to ensure compliance to program guidelines with regard to Feeding America and applicable state regulations.

- Provide safe food handling training for partner agencies to meet Feeding America guidelines.
- Collect and enter data in systems such as Link2Feed, Ceres and Oasis.

ESSENTIAL SKILLS AND EXPERIENCE:

- Experience in program management required.
- Strong interpersonal and communication skills in dealing with the public whether in person or by phone contact.
- Self-directed, able to work independently as well as part of a team; minimal supervision.
- Able to work with all levels in an organization and with individuals with diverse cultures.
- Detailed oriented; strong time management; good with basic math.
- Proficient in Microsoft Word Suite, especially Excel.
- Must possess ability to plan, schedule, and organize.

EDUCATION:

- RD or RD eligible preferred.
- College Degree required.

PHYSICAL/COGNITIVE DEMANDS:

Travel required (must have vehicle). Must be able to carry bulk materials as necessary, up to about 30 pounds. Regularly required to talk or hear; standing, walking, sitting, handling, feeling; reaching with hands and arms; stooping, crouching, or kneeling. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus when working with documents, computer screens or with operations. The ability to remember information such as words, numbers, pictures, and procedures; to listen to and understand information and ideas presented through spoken words and sentences; to communicate information and ideas in speaking so others will understand; to concentrate on a task over a period of time without being distracted; read and understand information and ideas presented in writing; to communicate information and ideas in writing so others will understand.

Qualified candidates should send resume, along with salary requirements, to nutritionjobs@cfbnj.org.