Education Program Coordinator

Posting Date: March 2020
Office Location: Concord, CA
Location of Work: Richmond, San Pablo, Oakland, Antioch, Pittsburg and other locations in Alameda and Contra Costa County
Start Date: April 2020
Contact: Danielle Hamilton, Education Program Manager, daniellehamilton@freshapproach.org, 925-771-2990

Job Summary
Fresh Approach seeks a detail-oriented and self-directed Education Program Coordinator to deliver community-based nutrition education classes, and conduct outreach in English and Spanish. This position is responsible for implementation of VeggieRx nutrition classes in the East Bay, primarily in Richmond, San Pablo, Oakland, Berkeley, Antioch, and Pittsburg/Bay Point. This position will see direct community-centered work teaching nutrition education classes, and attending events to promote healthy food access for all communities. This is a full-time non-exempt position (between 30-40 hours per week) with benefits including paid sick time, paid vacation, health insurance, and 403b retirement savings matching.

We are seeking an individual who values diversity at all levels and is committed to fostering an environment in which community members and co-workers from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive.

About Fresh Approach
The mission of Fresh Approach is to create long-term change in local food systems by connecting California communities with healthy food from California farmers and expanding knowledge about food and nutrition. We accomplish our mission through a variety of programs, including the Mobile Farmers’ Market, VeggieRx, Collective Roots Gardening, and the East Palo Alto Community Farmers’ Market. We believe that everyone should have equal access to healthy foods, and that the health of our communities and the livelihood of our local farmers should go hand-in-hand.

Fresh Approach’s Education Programs include VeggieRx nutrition education, Collective Roots community gardening (in East Palo Alto), and community outreach. These programs all work to provide skills and tools to make finding, affording, growing, and/or cooking healthy foods more accessible.

Primary Duties:
- Adopt the established nutrition curriculum for application in different settings and audiences
- Teach nutrition and agriculture education classes
- Administer pre- and post-surveys for program evaluation
Develop and deliver messages to encourage better-informed choices about nutrition and local food systems
Conduct outreach to recipients of public benefits including WIC, CalFresh, SSI/SSDI, and Medi-Cal
Aid in the design of educational and nutritional campaigns related to increasing consumption of fruits and vegetables
Assess community need for programming and events
Aid in the development, building and sustaining of partnerships with public and private agencies
Assist in project management to ensure that projects successfully meet guidelines
Complete record-keeping to document work completed and progress toward grant goals
Other duties as assigned

Qualifications:

- **Bilingual:** A high proficiency in English and Spanish is required
- Experience or interest in working with diverse populations
- Preference to candidates living in the communities served as well as individuals with personal experience of food scarcity
- Demonstrated interest in community-based health, local food systems, Certified Farmers’ Markets or California agriculture highly preferred
- Experience and comfort teaching nutrition education classes to various age groups, or presenting other information to large groups via structured classes or other outreach activities
- Adept at Microsoft Excel and Word, Google Suites, and other technology software
- Excellent communication skills
- Detail-oriented with the ability to complete tasks in a timely manner and to work independently
- Willingness to show initiative and creativity

Requirements:

- Requires work in an office environment and outside in all weather conditions
- Requires the ability to lift equipment in and out of a vehicle, to lift equipment off the ground, and to be able to lift items above head
- Requires a California driver’s license with a safe driving record
- Requires reliable transportation other than public transportation
- Requires occasional weekend work on both Saturdays and Sundays; and occasional early morning work or late evening work

Conditions of Employment:

- This is an hourly, non-exempt position consisting of 30-40 hours a week reporting to the Education Program Manager
- This is an hourly position starting at $19.00/hour, depending on experience
- Benefits for full-time positions include medical, dental, and vision coverage paid by the employer; vacation and sick time accruals; and a 403b retirement plan with employer match subject to vesting
To Apply:
To apply, please email a resume and cover letter to jobs@freshapproach.org

1. A cover letter that highlights the experiences (both work-related and personal) which qualify you for this position.
2. A resume detailing previous work, volunteer, academic, and other experiences that qualify you for this position.

**Remote video interviews available as needed**

If you have any questions about the application process or the position, please reach out to Danielle Hamilton at 925-771-2990 or daniellehamilton@freshapproach.org.

*Fresh Approach is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*