

**LOS ANGELES REGIONAL FOOD BANK
JOB AD**

POSITION: Director of Nutrition Services
SUPERVISOR: Chief Financial Officer
STATUS: Salary/Exempt



COMPANY

The Mission of the Food Bank is to mobilize resources to fight hunger in our community. The Food Bank serves more than 300,000 clients on a monthly basis and, in 2018, distributed 67 million pounds of food. Los Angeles Regional Food Bank employees are hired based not only because of their skills, but also because of their commitment to our mission. This means that each of us, working together, will do all that we can to fulfill our vision that no one goes hungry in Los Angeles County. Our core values include: Respect, Stewardship & Accountability, Collaboration, Urgency, Service, Integrity and Diversity. Our organization is committed to maintaining a positive and engaging workplace for all employees.

ESSENTIAL FUNCTIONS

This role plays a key part in the development and implementation of nutritional and programmatic best practices at the Los Angeles Regional Food Bank. In addition, The Director is responsible for overall management, planning, and execution of program objectives and deliverables. This role oversees nutrition education activities at food distribution sites, provides education to agencies in the Food Bank Network and leads the process for ensuring best practices on food safety are being met by community partners, food pantries, soup kitchens and others.

The successful candidate will have extensive knowledge and experience in nutrition sciences, public health, program planning, organizational structure, budgeting and people management. If you have a strong passion for nutrition education and are committed to fighting food insecurity in the community, we'd like to meet you!

WHAT YOU'LL DO

Program Management: Lead all nutrition, and nutrition-related activity, and programmatic coordination. Will coordinate with other teams to select food pantry sites to implement program strategies based established criteria. Collaborate throughout all departments to implement best practices in nutrition across the Food Bank partner network. Respond to government and foundation requests for proposals and applications in partnership with senior staff; coordinate planning and activities necessary for development of model program designs in response to RFPs. Confers and consults with individuals, groups and committees to determine needs, plan for implementation, termination and or extension of Food Bank's programs and services.

Nutrition Education: Lead and manage the implementation of nutritional best practices and applies these practices across the Food Bank's network. Provide individual and group nutrition counseling and training for food pantry staff at participating sites throughout Los Angeles. Train and manage volunteers and interns for nutrition and outreach activities. Provide assistance with menu planning via development of nutrient-dense, culturally appropriate meals and menu cycles for agency partners and partner network. Develop and provide nutrition education and food safety tools and activities for Food Bank Network such as nutrition materials, newsletter content, training curricula for dissemination to emergency food providers.

People Management: Recruit, interview, hire and manage personnel in conjunction with Human Resources. Provide constant feedback to create and support a high performing culture in the program department aligned with Food Bank core values. Develop a team-based environment to motivate and inspire staff to work collaboratively toward vision and goal, by clearly communicating agency vision, implementing yearly staff development plans and mentoring. Make recommendations for counseling, training, discipline, mentoring, etc. in coordination with Human Resources as necessary. Provides individual and/or group supervision and training sessions.

QUALIFICATIONS

- Bachelor's Degree in Public Health, Nutrition Sciences, Public Policy or Social Work or other relevant degree required with three to five years' experience in leading an Integrative Health/Nutrition team; or minimum two years' experience with Master's Degree preferred.
- Exhibits leadership and the ability to manage in diverse and changing environments.
- Ability to work autonomously on projects or within a team dynamic.
- Superior interpersonal and communication skills are required.
- Work experience must demonstrate the ability to plan strategically and to successfully guide/execute special events such as conferences, presentations, etc.
- Strong analytical capabilities needed to formulate and prepare reports; strong presentation skills including networking and public speaking.
- Superb organizational skills.
- Insured vehicle with valid California driver license.
- Passion for the advancement of the organization's mission.
- Commitment to the seven values of the organization: respect, stewardship & accountability, collaboration, urgency, service, integrity and diversity.
- Demonstrated proficiency with MS Office Applications including PowerPoint, Publisher, Excel and Access.

BENEFITS

We offer a comprehensive benefits package:

- Medical, dental, vision and flexible spending accounts.
- Employer paid Life Insurance and Long Term Disability.
- 403(b) retirement savings plan.
- Employee Assistance Program.
- Vacation: Two weeks for the first three years.

- Sick Time: Ten days per year.

As a part of the Food Bank's pre-employment screening process, all potential employees are subject to a Criminal Background Check.

Los Angeles Regional Food Bank is proud to be an "Equal Opportunity Employer."