



## **EASTMONT COMMUNITY CENTER**

<b><u>Position:</u></b>	Nutrition Services Coordinator
<b><u>Program:</u></b>	Nutrition Program
<b><u>FLSA Status:</u></b>	Non-exempt/ Hourly (Full-time)
<b><u>Compensation:</u></b>	\$20.00 - 23.00 (based on experience)
<b><u>Supervised by:</u></b>	Health and Wellness Manager

### **About our organization**

Founded in 1968, Eastmont Community Center serves families in East Los Angeles by partnering with local private-public agencies to provide access to programs and resources in social services, education, health, and overall wellness. Eastmont Community Center seeks to enhance the quality of life for all families in East Los Angeles.

### **General Purpose:**

Eastmont Community Center is currently in an exciting moment in its organizational trajectory, as it seeks to deepen its current programming. The Nutrition Services Coordinator is the individual who is responsible for the planning, implementation and evaluation of the Eastmont Food Pantry and Food Distribution program, Eastmont Community Garden, and special nutrition projects. In addition, this role will require case management support to members of the program/department, evidence-based nutrition education workshops and large food-drive events.

In summary, this position will support the organizations' development and implementation of its health and nutrition services throughout the agency's social service programs.

**\*During the COVID-19 crisis, Eastmont is committed to the safety of its staff and volunteers.**



## **Responsibilities:**

### **Food Distribution/Pantry**

- Maintain adequate food supply to provide the best quality food for 1,000 families monthly
- Liaison with food bank and grocery stores
- Order and receive food and validate invoices
- Pickup, receive and record food donations
- Organize and oversee food distribution process with help of other staff and volunteers
- Prepares weekly, monthly, quarterly reports for management and funders
- Provides leadership in implementing ECC's nutrition and health programs including supervising volunteers and staff
- Maintains relationships with current vendors and builds new relationships with small businesses to expand the Eastmont pantry and Eastmont Community Garden
- Coordinates and leads monthly meetings with community gardeners (1<sup>st</sup> Saturday of each month)
- Organizes workshops and events to share public resources and train gardeners
- Identify needs and concerns with community gardeners and the residents
- Support programs outreach efforts in East Los Angeles community
- Ensures gardeners have access to necessary physical resources

### **Case Management Support**

- Support youth and senior program students/clients with providing direct assistance related to nutrition and health services
- Monitor quality and data collection for all program services, and presents on outcomes at the end of month
- Conduct follow-up research on behalf of community members on topics relevant to their service plan
- Support retention of community members receiving case management through regular calls and emails
- Provide short and immediate solutions to support community members with income support benefits
- Maintain accurate files/records and document services to parents and any other clients
- Perform other duties as assigned which related to the array of social services offered at Eastmont Community Center.



### **Our ideal candidate:**

- Three years' experience in programs offering social and health services
- Possess excellent communication skills, both written and oral
- Skilled social service practitioner who can quickly identify areas for improvement and provide actionable guidance to improve service delivery
- Comfortable with data collection and analysis
- Strong interpersonal and analytical skills
- Spanish proficiency (verbal and written) **required**
- Bachelor's degree (required) from an accredited four-year college or university in Social Work, Psychology, Sociology, or a related field or four years of work experience in related role.

### **PHYSICAL DEMANDS:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function of this job. However, the employee must occasionally lift and/or move up to 30 pounds. Under very special circumstances, this work may be conducted remotely.

### **WORK ENVIRONMENT:**

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

### **EMPLOYEE ACKNOWLEDGEMENT NOTICE**

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, duties, or responsibilities not listed herein. Management, at its sole discretion, reserves the right to change, alter, and/or otherwise modify this job description at any time. Nothing in this job description is intended to create a contract of employment of any type or kind. Employment at Eastmont Community Center is strictly on an at-will basis.



I \_\_\_\_\_ have read, understand, and agree to perform the duties for the position of Nutrition Services Coordinator described above, to the best of my ability.

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Employee Signature    Date

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Supervisor Signature    Date