



Job Title: Contract Community Nutrition Educator

Team: Whole Cities Foundation

Reports to: Nutrition Program Director

Location: Newark, New Jersey

Summary:

Whole Cities Foundations is a member of the Whole Foods Market family of non-profit foundations. We are dedicated to serving our communities by broadening access to fresh nutritious food and healthy eating education.

The Community Nutrition Educator will complete an approved curriculum in plant-based nutrition designed to inspire healthy eating among individuals, households and various community organizations. The Community Nutrition Educator will be responsible for organizing, promoting and facilitating various nutrition outreach and education events. This position is designed as a part-time position. Expected hours include some evenings and weekends.

Contract Term: This is a contract role intended to last for six months. Pay rate is commensurate with experience and ranges from \$18-22 hourly for up to and not exceeding 30 hours a week.

Essential Functions

- Forge strong community relationships and partnerships
- Create and organize nutrition outreach and education programming
- Identify community organizations, groups, and businesses willing to host classes
- Schedule regular community nutrition and culinary education classes
- Teach plant-based nutrition and culinary education classes
- Gently coach and support individuals in making lifestyle changes
- Identify and recruit community nutrition and culinary educators
- Purchase and maintain an inventory of class supplies
- Set-up class space
- Create class calendars and posters
- Promote classes via posters, handouts and email updates
- Establish, maintain and grow a robust class email list

- Participate in regular community events
- Email regular class reminders and updates
- Handle class registration
- Maintain pictorial and written class recaps
- Maintain the safety and integrity of the classroom
- Serve as the face and spokesperson of Whole Cities Foundation in the Newark, NJ community

Other duties may be assigned as needed by the Nutrition Program Director.

Job Requirements

- Passion for Whole Cities Foundation's and Whole Foods Market's Mission, Purpose, Culture, Core Values and Programs
- Passion for health, wellness and nutrition education
- Ability to establish rapport with multiple audiences
- Experience managing a nutrition, health and wellness, or other relevant program
- Experience teaching nutrition and/or culinary education classes
- Proven ability to work within a limited budget and to financially manage a designated budget
- Excellent customer service skills and ability to handle conflict
- Excellent organizational and time management skills
- Ability to pay attention to details
- Ability to handle multiple tasks under tight deadlines
- Self-directed with ability to work autonomously and with various teams and people
- Flexible hours with ability to work some nights and weekends
- Excellent verbal and written communication skills
- Experience working with class rosters and large email lists
- Experience with Eventbrite and other event registration tools
- Strong computer skills and proficiency in Microsoft Office suite required

Desired Skills

- Experience forming strong community partnerships
- Proven skill in motivational speaking and coaching
- Ability to meet people where they are and help them make lasting lifestyle changes
- Ability to interact with the media, serving as a spokesperson for WFM and WCF
- Experience creating advertisements, flyers and posters

If you are interested in the position, please send an email and cover letter to sybil.bost@wholefoods.com.