



Nutrition Outreach and Education Coordinator

POSITION SUMMARY

Copper Shores is seeking a dedicated and passionate Nutrition Outreach and Education Coordinator to facilitate community nutrition programming implemented by the foundation. One of the primary roles of this position will be facilitating Copper Shores' Farm-to-School (F2S) work within our service region. The candidate will ensure the coordination and delivery of farm-to-school activities, supporting food service directors in their efforts to serve healthful locally grown foods within partner schools, and support of partner school's garden maintenance. Primary F2S activities will focus on local produce sampling, hands-on exploration of recipes featuring local food, and broadening culinary skills and experiences. This position will also help support school garden maintenance through coaching F2S champions on best practices for volunteer management, school and community engagement, and funding resources. This role also includes working with the Community Health Educator to implement broader community nutrition programs, such as: farmers market events, food pantry collaboration/support, and youth wellbeing events. This position will report to the Community Health Educator.

GENERAL RESPONSIBILITIES

- Assists with development and coordination of farm-to-school activities in partner schools, including: taste testing, hands-on activities and pre- and post-evaluation.
- Supports the Lead Cook/Foodservice Director in partner schools to identify supplemental or new local foods or recipes that may be incorporated in the menu.
- Communicates with school staff and provides farm-to-school resources.
- Supports partner schools with recruiting and training volunteers/staff support for school garden maintenance.
- Supports partner schools in implementing nutrition-related community and school events (i.e., local food day), farm visits or other related interactive field trips.
- Designs farm-to-school outreach materials for use in teacher, parent and community communications.
- Facilitates recurring team meetings with Food/Nutrition and Garden committees, if applicable.
- Supports school gardens through in-person site visits.
- Assists with health and nutrition-focused community events implemented by Copper Shores.
- Develop educational health and nutrition-focused educational materials and resources for community events or programs implemented by Copper Shores.

- Collaborate with community organizations to promote and support community health and wellbeing consistent with Copper Shores' strategic initiatives related to food and nutrition.
- Attend trainings, meetings, and other related activities as they relate to the position or for professional growth and development.
- All other duties as assigned.

REQUIRED QUALIFICATIONS

- At least 2-3 years of experience in agriculture, education, community development or a related field, with demonstrated commitment to promoting healthy eating and sustainable food systems.
- Ability to educate different age groups of children in multiple settings (classroom, outdoors).
- Strong interpersonal, communication, and organizational skills, with the ability to work effectively with diverse stakeholders.
- Valid driver's license and access to reliable transportation.
- Ability to pass a background check.
- Ability to work independently.

PREFERRED QUALIFICATIONS

- Knowledge of local food systems, agricultural practices, and food safety regulations
- Experience developing and delivering educational programs or curriculum materials for children.
- Experience with nutrition education programs.
- Experience in development of outreach strategies and marketing tools to reach a variety of audiences.
- Demonstrated ability to contribute successfully to long term projects involving multiple constituent groups.

TYPICAL WORK SCHEDULE

40 hours per week with a schedule generally consisting of 8:30 am – 4:30 pm. After hours and weekend hours may occasionally be required. The primary office location will be at Copper Shores Water Street office in Hancock. Travel throughout the Western Upper Peninsula of Michigan is required.

POSITION CLASSIFICATION, WAGE SCALE, AND OTHER BENEFITS

Full-Time, Non-Exempt Position.

Copper Shores is committed to offering a competitive compensation and benefit package including supplemental life and disability coverage; 401k contribution, paid time off, and an hourly rate of \$19.00-21.00 per hour. Mileage is reimbursed at the current IRS rate.

AT WILL DISCLAIMER

It is the policy of Copper Shores that all employees who do not have a written contract with Copper Shores for a specific term of employment are employed at the will of Copper Shores for an indefinite period and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, such employees may terminate their employment at any time and for any reason.

APPLICATION PROCESS

Mail or e-mail cover letter and resume to:

Natasha Berg
Human Resource Director/Compliance
Copper Shores Community Health Foundation
400 Quincy Street
Hancock, Mi 49930
nberg@coppershores.org

Application review will begin immediately and the position will remain posted until filled.

ORGANIZATION MISSION, VISION, AND GUIDING PRINCIPLES

MISSION

- To positively influence a healthful community through enhanced philanthropy and collaboration

VISION

- To influence a shared vision (of a healthful community)
- To foster collaborations and partnerships
- and to build community capacity to shape outcomes

OUR VALUES

- Integrity – We will be open, honest, and transparent in our administration and stewardship of the community assets entrusted to us.
- Commitment to the Community – We shall administer the Foundation in a way that is objective, responsible and focused on long-term sustainability and impact.
- Collaboration – We will work to bring perspective and experience together to fulfill our potential as we work as a broader group that represents the interests of the community we serve. This shall be done to ensure that we strive to identify, foster, and maintain partnership-relations as we work to improve the health of our community.
- Creative Solutions – We will work towards that which we aspire to be and will find creative, innovative, and sustainable solutions to the systemic challenges that face our community's overall condition of health.

SUCCESS FACTORS

- People – We will employ, engage, develop, and retain high-caliber employees and Board Directors.
- Processes – We will work to ensure our administrative processes provide effective administration of the Foundation.
- Financial Performance – We recognize that we must achieve financial goals and investment returns in order to effectively and perpetually reinvest in our community.
- Communication – We will be transparent and honest in our promotion of the Foundation and efforts to engage our donor community and cultivate overall public support.
- Community – We recognize and acknowledge the vitally important role our community partners, donors, and various stakeholders play in making this a more vibrant and healthful community and our success is found in their success and support

EQUAL OPPORTUNITY EMPLOYER DISCLOSURE

The qualifications and specifications mentioned above are intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level or difficulty. The position will be filled based on qualifications regardless of Race, Color, Disability, Religion, Sex, Sexual Orientation, National Origin, Height, Weight, Age, Veteran, or Marital Status.