



## Nutrition Advocate Job Description

### Overview

Responsible for ensuring the organization and its partners always meet nutrition standards. Includes establishing nutrition guidelines for local pantries, participating in the Lackawanna County Food Policy Council, working with food vendors/distributors to decrease barriers for healthy food access, and work with consumers on healthy food choices. This is a full-time, salaried position with an excellent benefit package.

### Responsibilities

- Establish and implement nutrition standards for FOTP food pantry locations as well as holiday meals and distributions.
- Administration of Lackawanna County Food Policy Council, including meeting planning, note taking, and coordination with Executive Committee.
- Facilitate relationships with other county food providers to encourage similar nutrition standards, registration processes, and group purchasing.
- Represent FOTP on all food security-related coalitions, commissions, and meetings to advocate for the needs of our consumers.
- Maintain a familiar presence at FOTP food pantries and encourage healthy food choices.
- Research and work with Program Manager to implement best practices on client choice food pantries, bulk purchasing, registration, and reporting.
- Conduct periodic surveys with consumers to determine changes in need or requests for items that address cultural diversities and traditions.
- Ownership of pantry electronic registration system, Link2Feed, including training and supervision of new volunteers with Program Manager.
- Supervise food/nutrition aspect of all other programs, including children's programs, seasonal programs, and unique events.
- Maintain positive work atmosphere by behaving and communicating in a manner that fosters and maintains positive relationships with coworkers, volunteers, and clients.
- Understand and foster agency values in all professional interactions whenever representing FOTP.
- Maintain consumer confidentiality.
- Perform all other duties as assigned.

### Qualifications

Must be organized and self-motivated. Computer, interpersonal, oral, and written communication skills required. Able to work independently and/or in a team setting on an alternating basis.

This position requires extended periods of standing or sitting, frequent lifting of up to 25 pounds, a valid Pennsylvania driver's license with clean driving record, and clear criminal record, child abuse history, and FBI fingerprint records.

**To apply, please send a cover letter and resume to Meghan Loftus at [loftusm@fotp-ihm.org](mailto:loftusm@fotp-ihm.org).**