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AMERICA**

Job Title: OFL Satellite Site Associate – Part time
(20 hours per week; Grant funded position ending **July 31, 2011**)

Classification: Non-exempt

Department: Nutrition Education

Reports to: Nutrition Education Director

Job Summary:

The satellite site associate performs essential functions in a capacity building initiative of the Operation Frontline program, a 6-week cooking and nutrition program teaching low income communities how to eat healthy on a budget. Working within the Nutrition Education Department, the associate will transition partner organizations from class host sites to satellite sites, who will independently provide Operation Frontline in their communities.

Major Responsibilities/Activities:

- Manage collaboration with 3-5 Operation Frontline partner organizations
- Maintain communication with satellite sites throughout the grant year
- Coordinate Operation Frontline “transition” classes
- Oversee satellite site class scheduling, volunteer recruitment, and class evaluations, and overall coordination throughout the year
- Train host sites to recruit volunteers, shop for classes, and administer class paperwork
- Ensure that satellite sites are timely, organized, and meeting their agreement requirements in the following areas
- Track financial information, class information, and other data required for grant
- Teach Operation Frontline classes as needed
- Assist satellite sites in securing funding to conduct OFL classes when grant period ends
- Develop web based resources on CAFB website for satellite sites
- Promote satellite sites through CAFB blog, Nutrition Education Newsletter, Facebook, and other media channels

Minimum Requirements:

- Bachelor’s degree
- Background in nutrition, health and wellness, or culinary
- Experience in program coordination

Knowledge, Skills, Abilities

- Knowledge about cooking and food budgeting
- Possesses good grasp of nutrition education principles
- Excellent communication skills, (written, and verbal)

- Strong attention to detail, highly organized, computer literate
- Maintain a schedule and be timely for appointments
- Effective and skilled at conducting trainings
- Flexibility in the face of constant change with the ability to reprioritize as needed
- Work in a team environment
- Demonstrated initiative, personal awareness, professionalism and integrity
- Embrace organization's mission and core values
- Sensitivity working with people from different ethnic, racial, and socioeconomic background

Essential Physical Functions:

- Ability to lift 20 pounds
- Ability to navigate the DC metro area by car and/or metro; travel in underserved communities

Work Environment:

- Majority of the work conducted offsite in the community
- Business office environment
- Hours vary depending on class schedules

EOE

www.capitalareafoodbank.org

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.