DOWN EAST PARTNERSHIP FOR CHILDREN

**POSITION: HKC Food to Early Ed. Specialist**

**REPORTS TO: Healthy Kids Coordinator**

**CLASSIFICATION: Exempt**

**HOURS PER WEEK: 40 Hours**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#### APPROVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director

**PRIMARY PURPOSE:**

The function of the HKC Food to Early Ed. Specialist is to develop food supply chains by working with organizations to develop relationships/mechanisms to connect farmers and food distributors to child care providers, modifying the way child care centers purchase fresh, healthy foods. The Specialist will educate child care directors and other staff about ways to access local produce, institutionalize the procurements process, train staff to prepare seasonal produce and provide age appropriate curriculum support about fruits and vegetables as part of a larger system change where a produce procurement system is developed and preparing/serving fresh produce becomes the norm for Nash/Edgecombe County child care facilities serving low-income children.

**ABILITIES NEEDED:**

* Strong collaborator & facilitator
* Ability to work independently and as part of both an intra- and inter-organizational collaborative
* Strong written and verbal communication skills
* Excellent organizational skills, including time management
* Ability to think systematically and build out systems
* Strong interpersonal skills
* Manage multiple tasks from multiple sources and set priorities
* Self-starter
* Strong process management skills

**WORK EXPERIENCE REQUIREMENTS:**

* Two (2) years’ experience in health education, health promotion, or other family or community-focused service delivery
* Three (3) to five (5) years’ experience in community assessment, engagement and/or development work, which include working with diverse community groups and populations
* Strong understanding of child health & nutrition issues
* Group facilitation experience
* Proficient in computer skills
* Early childhood and/or elementary education experience preferred

# **ESSENTIAL RESPONSIBILITIES:**

* Provide assistance to child care center directors in developing a new way to “do business” including cost analysis, budgeting, buying seasonally, and the logistics of day to day management for fresh food procurement such as storing, cooking, serving, shelf life, etc.
* Recruit and enroll child care sites
* Provide training and technical assistance for implementing the outcomes of Food to Early Education (FEED)
* Facilitate collaborations between child care directors and producers
* Maintain accurate, timely documentation, including evaluation planning and reports, for Kate B. Reynolds Charitable Trust
* Provide updates on the work to the Healthy Kids Collaborative and CCR&R committee
* Provide mentoring and coaching to staff on ideas for including fresh fruits and vegetables in meals, snacks and in the classroom curriculum
* Establish relationships with growers, local food sources and community resources, build teams and facilitate meetings, both internal and external
* Identify and request pertinent community resources to meet the goals of the FEED project
* Represent DEPC in community and state meetings
* Work with CACFP and other state and local agencies (NC Child Sanitation Rules – Food Safety, Division of DCDEE, etc.) to ensure child care providers meet required guidelines and policies and regulations are reviewed to provide maximum support for use of food reimbursement dollars when purchasing fresh/healthy foods
* Represent DEPC at Just Foods Collaborative
* Work with state and regional consultants as needed

## Other

* Attend program staff meetings, DEPC staff, Research & Development meetings and retreats which may include an out of town retreat.
* Any other duties as assigned by the Executive Director or Research & Development Director

**EDUCATION:**

* BA or BS Degree in a relevant field and/or equivalent combined related experience

**PHYSICAL REQUIREMENTS:**

* + While performing this job the employee is:
    - Frequently required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands or arms; and talk or hear
    - Periodically required to stand; walk, stoop, kneel
    - Occasionally required to lift up to 25 pounds
  + Specific vision abilities required by this job include: close vision and the ability to adjust focus to operate the computer
  + The position also requires the ability to periodically work under time pressure
  + Regional and statewide travel