



## **Job Description**

**TITLE:** Coordinator, Youth Projects

**DEPARTMENT:** Food and Nutrition Services

**REPORTS TO:** Sr. Coordinator, School-Based Initiatives

**NUMBER OF POSITIONS:** 1

### **Qualifications:**

- Minimum of 1 year experience working with youth; secondary education background a plus.
- Experience in grassroots community organizing/coalition building and experience in the field of nutrition, public health, health education or related field is preferred.
- Must be able to maintain the normal standard of ethics, conduct and organization policies in job related activities.
- Must have excellent communications, interpersonal, organizational and writing skills
- Willing to modify plans and behavior when necessary to meet a goal.
- Must be a self-starter, working well without close supervision.
- Must achieve goals beyond minimal levels of performance.
- Must be able to establish priorities and a course of action for handling multiple tasks.
- Bachelor's Degree is required.
- Ability to satisfactorily perform other duties upon request by Sr. Coordinator, School-Based Initiatives or Sr. Program Officer, SchoolFood Plus.

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**Primary Function:**

Working directly with the Coordinator, School-based Initiatives and with youth in 1) developing a citywide youth-driven coalition to help shape the reform effort taking place in the city's school meals program and 2) continuing and expanding EATWISE (Educated and Aware Teens Who Inspire Smart Eating), an after-school teen food education program.

**Duties and Responsibilities:**

- Assist Senior Coordinator, School-Based Initiatives, in coordinating and developing a citywide youth-driven community coalition;
- Supervise, assist, and guide summer youth interns as they work on weekly projects and outreach efforts;
- Coordinate and/or conduct summer youth training sessions;
- Coordinate and conduct weekly nutrition/food issues sessions during the school year with teenagers at Food and Finance High School;
- Develop and maintain all curriculum materials related to youth projects;
- Participate in weekly SchoolFood Plus Initiative meetings;
- Support Senior Coordinator of School-Based Initiatives and other FNS staff, as needed, in collaborative programming.

**Inter Relationships:**

Interacts with all levels of personnel within the organization and maintains external business relationships with SchoolFood Plus partners; New York City public school administration, staff and students; and collaborating community organizations.

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- **DUTIES, RESPONSIBILITIES, AUTHORITIES AND RELATIONSHIPS BUILT INTO THE JOB. THE DESCRIPTION OUTLINES THE REQUIREMENTS FOR PERFORMING THE WORK, ITS FREQUENCY AND SCOPE. IT IS BASED ON THE NATURE OF THE WORK AND NOT ON THE INDIVIDUAL CURRENTLY PERFORMING IT. THIS JOB DESCRIPTION CAN AND WILL BE REVISED AT THE DISCRETION OF THE SR. COORDINATOR, SCHOOL-BASED INITIATIVES AND THE DIRECTOR OF HUMAN RESOURCES.**