



The Health Education Council (HEC) is dedicated to cultivating health and well-being in under-served communities by leveraging the power of collaboration. HEC is a non-profit agency focused primarily on reducing health disparities and chronic disease in the Northern California's low-income communities. HEC works proactively and collaboratively to ensure individuals are empowered to live a healthy life. We build cross-sector partnerships built on trust and respect, transforming neighborhoods into places that nurture health and holistic wellness for all residents ([www.healtheducouncil.org](http://www.healtheducouncil.org)).

Since the COVID-19 pandemic began, emergency food needs have more than doubled throughout the Greater Sacramento region. To meet this urgent community need, HEC has developed this position with the goal of using innovative methods to solve gaps in the food security safety net.

**Responsibilities:**

The Program Coordinator will work closely with the Program Administrator to oversee the direction and management of HEC's Nutrition/Food Security programs. HEC is committed to ensuring that vulnerable communities and Supplemental Nutrition Assistance Program (SNAP) eligible individuals and families have access to affordable and nutritious food across programs in the Greater Sacramento region. Job responsibilities include but are not limited to:

- Help implement collective impact processes to improve emergency food access Roseville and South Sacramento, creating agendas, meeting minutes and completing follow up items.
- Analyze food security needs, services, and resources in target communities.
- Collaborate with other HEC programs and contribute to project objectives as they relate to food security needs.
- Actively participate in local and community efforts that reduce racial disparities and systemic inequities.
- Collaborate with school staff, parent groups, and community partners to promote implementation of strategies to increase access to and consumption of healthy foods and beverages.
- Coordinate and facilitate nutrition and/or healthy food access trainings, workshops, and other outreach events for low-income residents.
- Provide technical assistance and support to subcontractors, community, and school partners.
- Create flyers, newsletters, and other materials to support and promote programs as necessary.
- Assist with the preparation of progress and final reports on program activities and outcomes.
- Perform other tasks as assigned by supervisor.

• **Minimum Qualifications:**

- Bachelor's Degree in public health, health education, nutrition, health administration or relevant field of study  
OR

At least three years of community-based employment may be substituted for the education requirement. Employment must demonstrate deep ties to Sacramento's vulnerable neighborhoods and a unique, personal understanding of the assets and opportunities present in those communities. Work experience should demonstrate increasing responsibility over time and innovative work with community residents.

- Demonstrated knowledge of community health program principles, racial equity practices, and the social determinants of health.
- Possess a combination of experiences in program development and coordination, community outreach, and engagement.
- Demonstrated ability to manage multiple tasks and projects.
- Demonstrated skill in developing and maintaining interpersonal relationships with all levels of staff, volunteers and the community.

- Demonstrated skill in oral and written communications.
- Self-motivated, hard-working, dependable, and flexible.
- Comfortable working with diverse audiences, parents, and in school settings.
- Proficient in MS Office Suite (Outlook, Access, Publisher, Power Point, Word, Excel).
- Ability and willingness to travel and work occasionally in the evenings and on weekends.
- Adaptability to work remotely from home due to the pandemic, with opportunities to utilize HEC office space when scheduled.

**Compensation**

This is a full-time, non-exempt position. Salary will be commensurate with experience and education. The Health Education Council is an equal opportunity employer.

**Deadline for Receipt of Applications: Until filled**

**To apply, e-mail, fax or mail your resume, cover letter (please write “RE: Food Security Program Coordinator” on cover letter):**

Health Education Council

ATTN: Philip Bensing

3950 Industrial Blvd. Suite 600

West Sacramento, CA 95691

Fax: 916-446-0427

E-mail: [apply@healtheducouncil.org](mailto:apply@healtheducouncil.org)