



**POSITION:** Health + Wellness Manager

**DEPARTMENT:** Programs + Initiatives

**CLASSIFICATION:** Exempt, Full-time

**EXPERIENCE:** Mid-career

**NOTE:** This position will typically work 45-50 hour weeks, particularly in the start-up phase and during peak seasons.

### **POSITION SUMMARY**

The Feeding South Florida (FSF) Health + Wellness Manager (HWM) is a Registered Dietician who oversees, manages and implements FSF's population health and wellness strategy, focusing on dietetics and nutrition education. This position serves as both an internal and external healthy lifestyle ambassador, focusing on the health outcomes of those we serve. The ideal candidate is passionate about healthy eating, views health as a way of life and is laser-focused on improving the quality of life for others.

### **POSITION RESPONSIBILITIES**

- Create, manage, and execute FSF's nutrition education strategy.
- Develop nutrition education and point system for FSF's Client Services Centers.
- Develop train-the-trainer model for our network of partner agencies.
- Assist with menu planning for children's, senior and prepared meal programs.
- Provide meal plans, healthy recipes and resources to improve the dietary consumption of those we serve.
- Coordinate healthy cooking demonstrations at program sites and distribution events.
- Develop a "food of the month" club that mirrors the growing cycle.
- Provide counsel for the medically tailored meals program and guides adherence to dietary restrictions like gluten, peanuts, sugar, etc.
- Lead internal wellness goals for FSF team members, helping create a healthier environment and culture of wellness.
- Represent FSF at community meetings, events and presentations.
- Ensure timely and accurate reporting including dashboards, weekly reports, paperwork, contract management/fulfillment, compliance with grant guidelines, spreadsheets and narratives, as needed.
- Ensure all phone calls, e-mails, letters, etc. are returned as expeditiously as possible, preferably in the same day.
- Stays current on health and wellness industry trends and initiatives.

## QUALIFICATIONS

- Bachelor's Degree in nutrition, dietetics or another related field (Master's preferred).
- Registered Dietician.
- A minimum of three years nutrition education experience. (Nonprofit experience preferred.)
- A minimum of three years providing meal planning or nutritional counsel to individuals.
- Passion for healthy living; health and wellness are ways of life.
- Ability and desire to work with a diverse population.
- Self-motivated, innovative, and can work with considerable independence within the context of an overall strategy, team environment, and a variety of stakeholders.
- Demonstrated ability to take primary responsibility for multiple projects and to complete them accurately and timely.
- Desire and willingness to attend industry meetings and events.
- Strong public speaking skills with a comfort of presenting in front of large audiences.
- Highly literate in Microsoft Office Products (PowerPoint, Excel, Word, etc.)
- Ability to travel throughout FSF's service area.
- Commitment and adherence to organization mission and values.

## PHYSICAL DEMANDS & WORKING CONDITIONS

- Based on OSHA Standards Lifting requirements are 50 pounds. When lifting loads heavier than 50 pounds, use two or more people to lift the load.
- This position works primarily in an office and warehouse setting. There may be extended periods of driving, sitting, standing and/or bending, listening, talking and/or visual concentration, writing and/or computer use.
- After business hours work is required occasionally throughout the year, including weekends and holidays.
- Frequent travel between quad-county areas is required.
- Occasional same day, out of town travel for meeting, conferences and special events using personal vehicle and/or public transportation is required.
- Involves activities in both office and warehouse environments with exposure to the climate and South Florida weather.
- The noise level in the work environment is usually moderate to loud.

**Interested and qualified candidates should submit their resumes and salary requirements to [careers@feedingsouthflorida.org](mailto:careers@feedingsouthflorida.org). No phone calls please.**