



Job Posting: BronxWorks SNAP-Ed – PSE Coordinator

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The BronxWorks SNAP Nutrition Education and Obesity Prevention (SNAP-Ed) Program aims to promote health and prevent and/or postpone the onset of diet-related diseases amongst the SNAP population of the Bronx by providing nutrition education and obesity prevention services. We will focus heavily on Bronx CDs 1-6, including: (1) children in grades 1-5 and (2) adults and caregivers with children ages 2 through 18. The program includes conducting evidence-based nutrition education courses and workshops, food demonstrations, grocery store tours, operating two youth-led farms stands, and implementing healthy bodega store interventions to increase access to healthy food in Bronx neighborhoods. The program also includes the implementation of the CATCH Kids Club program at five school-aged after school program sites.

BronxWorks is seeking a full-time Policies, Systems, Environmental (PSE) Coordinator to oversee the operation of two youth-led farm stand sites and implement the BronxWorks Shop Healthy Program across four existing and two new partner stores.

RESPONSIBILITIES

- Oversee the operation and management of farm stands, including training and supervising youth interns, ordering and maintaining inventory, recordkeeping, and outreach and promotion
- Maintain and create partnerships with bodega owners to increase access to and visibility of healthier options through in-store interventions, community engagement, and driving demand through marketing and promotion.
- Coordinate with nutritionists and youth program to serve as peer educators will provide additional support, including store visits and consultations with store managers
- Attend program training, follow curriculum, and ensure integrity and fidelity of programming
- Participate in trainings and meetings with other program staff
- Support program evaluation efforts, track progress, maintain detailed documentation of program activities, and enter data into database
- Perform other duties as assigned by Program Director

QUALIFICATIONS

- Bachelors degree in nutrition, community health, public health or related field required. Masters degree preferred.
- Knowledgeable about farmers markets, regional food systems, and community food security issues in NYC
- At least two years relevant experience.

- Bilingual English/Spanish speaker strongly preferred
- Excellent oral and written communication, time management and organizational skills are necessary.
- Proficiency in Microsoft Office suite and other standard business technology is required.
- Experience working as part of a team preferred
- Places value on cultural awareness in a multi-ethnic community

PHYSICAL REQUIREMENTS

- Ability to work outdoors in all weather conditions.
- Ability to use a computer for prolonged periods.
- Ability to occasionally lift and/or move up to 30 pounds.
- Ability to stand, walk, or sit for long periods of time.
- Ability to climb five flights of stairs, if required to conduct home visits and/or fieldwork.
- Ability to bend and retrieve objects and/or documents.
- Ability to travel in the boroughs of New York City and its adjacent counties via public transportation.
- Ability to travel for a minimum of 1 mile within a reasonable amount of time and in all types of weather, including inclement weather, if required to conduct home visits and/or field work.

APPLICATION INSTRUCTIONS

- Submit an application with cover letter and resume through <http://www.bronxworks.org/careers> or [click here](#).
- Applications that do not include a cover letter will not be considered.

EMPLOYEE BENEFITS

BronxWorks offers a variety of benefits to full-time salaried employees as well as part-time salaried employees who work at least 20 hours per week year-round.

- Generous paid time off for personal, vacation, parental, and medical leave
- 12 paid holidays.
Comprehensive medical, and life insurance coverage care for employees and their families, at little or no cost to employees.
- A pension plan that is 100% employer paid
- Two tax deferred annuity plans and employee assistance in maximizing the pension plan and tax deferred annuity plans to prepare for retirement.
- TransitChek – Employees may use TransitChek to have money taken out of their pretax salaries to pay for their public transportation commute.
- Free and confidential assessment, counseling, and referral service, to assist employees and their families with a wide range of personal problems.

Additionally, BronxWorks offers:

- A comprehensive monthly training calendar.
- Access to some scholarship opportunities.
- Non-financial support and internship opportunities for employees who return to school, particularly for their Master of Social Work degrees.



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Job Posting: BronxWorks SNAP-Ed – Program Director

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BronxWorks is seeking a full-time SNAP-Ed Program Director to oversee the SNAP-Ed Program.

RESPONSIBILITIES

- Oversee all program components, including staff orientation, training and development; client assessment, service plan development and progress; relationships with other community based organizations; and components specific to the program.
- Provide direct supervision to 6 SNAP-Ed staff members
- Recruit, train and supervise assistant directors, coordinators, and direct service staff.
- Administer personnel policies and procedures.
- Develop regular communication with SNAP-Ed contract managers; act as liaison with NYS OTDA.
- Ensure all programs meet contractual goals and reporting requirements.
- Monitor program progress and submit all required reports to NYS OTDA.
- Submit internal progress reports to Department Director and/or Executive Director on a monthly basis, or more frequently as required.
- Plan and develop budgets, and work with fiscal staff to ensure that collection of payment from funding source(s) is current.
- Monitor fiscal expenses and analyze fiscal reports on a monthly basis.
- Prepare proposals for the development, expansion and continuation of programs in coordination with Department Director.
- Hold monthly individual supervision meetings with staff and group meetings as necessary.
- Act as link between the administrative office, fiscal department and program staff.
- Monitor staff performance, including performing case reviews and structured observations.
- Participate in, and encourage staff to become involved in, agency events.
- Act as liaison with the community including the area community district.
- Perform additional duties as assigned by Department Director.

QUALIFICATIONS

- Masters Degree in Nutrition, Community Health, Public Health, or related field required.
- Five years' experience in implementing nutrition education programming required. Experience implementing SNAP-Ed a major plus
- Two years' supervisory and contract management experience
- Knowledgeable about farmers markets, regional food systems, and community food security issues in NYC
- Bilingual English/Spanish speaker strongly preferred
- Excellent oral and written communication, time management and organizational skills are necessary.
- Proficiency in Microsoft Office suite and other standard business technology is required.
- Experience working as part of a team preferred
- Places value on cultural awareness in a multi-ethnic community

PHYSICAL REQUIREMENTS

- Ability to work outdoors in all weather conditions.
- Ability to use a computer for prolonged periods.
- Ability to occasionally lift and/or move up to 30 pounds.
- Ability to stand, walk, or sit for long periods of time.
- Ability to climb five flights of stairs, if required to conduct home visits and/or fieldwork.
- Ability to bend and retrieve objects and/or documents.
- Ability to travel in the boroughs of New York City and its adjacent counties via public transportation.
- Ability to travel for a minimum of 1 mile within a reasonable amount of time and in all types of weather, including inclement weather, if required to conduct home visits and/or field work.

APPLICATION INSTRUCTIONS

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Job Posting: BronxWorks SNAP-Ed – Nutritionist

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BronxWorks is seeking two full-time nutritionists to deliver nutrition class series and one-time workshops, guided grocery store tours, and farmers market food demonstrations across BronxWorks and partner sites.

RESPONSIBILITIES

- Prepare for and implement nutrition education sessions including nutrition class series, one-time workshops, guided grocery store tours, and farmers market food demonstrations.
- Conduct background research necessary to supplement workshop curriculum and topics
- Coordinate and schedule program activities with site coordinators
- Conduct program outreach nutrition education workshop sessions to ensure participation is achieved
- Ensure food safety standards and integrity of the program
- Participate in trainings and meetings with other program staff
- Support program evaluation efforts, track progress, maintain detailed documentation of program activities, and enter data into database
- Perform other duties as assigned by Program Director

QUALIFICATIONS

- Minimum of 15 college credit hours in nutrition. Bachelors degree in nutrition, community health, public health or related field required. Registered Dietitian or eligible is a plus
- Experience educating or engaging with a low-income community-based setting required
- Bilingual English/Spanish speaker strongly preferred
- Experience conducting nutrition workshops preferred
- Experience conducting nutrition workshops at farmers markets a plus
- Knowledge of or enthusiasm about food access issues and food justice
- Dynamic personality and excellent presentation, interpersonal and communications skills.



- Experience working as part of a team preferred
- ServSafe certification or successful completion of the NYC Food Protection course a plus
- Places value on cultural awareness in a multi-ethnic community

PHYSICAL REQUIREMENTS

- Ability to work outdoors in all weather conditions.
- Ability to use a computer for prolonged periods.
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Job Posting: BronxWorks SNAP-Ed – Children & Youth Nutritionist

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BronxWorks is seeking one full-time children & youth program nutritionist to implement the CATCH Kids Club (CKC) program across five BronxWorks after school program sites..

RESPONSIBILITIES

- Prepare for and implement CATCH Kids Club sessions across five after-school program sites reaching 600 children..
- Attend program training, follow curriculum, and ensure integrity and fidelity of programming.
- Coordinate and schedule program activities with site coordinators
- Support youth program staff to create and sustain a healthy environment in the classroom
- Coordinate with BronxWorks SNAP-Ed team to implement nutrition education activities for parents and families
- Support program evaluation efforts, track progress, maintain detailed documentation of program activities, and enter data into database
- Participate in trainings and meetings with other program staff
- Perform other duties as assigned by Program Director

QUALIFICATIONS

- Minimum of 15 college credit hours in nutrition. Bachelors degree in nutrition, community health, public health or related field required. Registered Dietitian or eligible is a plus
- Experience educating or engaging with children in a low-income community-based setting required
- Bilingual English/Spanish speaker strongly preferred
- Experience conducting nutrition workshops preferred
- Knowledge of or enthusiasm about food access issues and food justice
- Dynamic personality and excellent presentation, interpersonal and communications skills.



- Experience working as part of a team preferred
- ServSafe certification or successful completion of the NYC Food Protection course a plus
- Places value on cultural awareness in a multi-ethnic community

PHYSICAL REQUIREMENTS

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Job Posting: BronxWorks SNAP-Ed – Nutrition Assistant

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BronxWorks is seeking a full-time nutrition assistant to provide program support to BronxWorks SNAP-Ed team.

RESPONSIBILITIES

- Assist nutritionists in implementing CATCH Kids Club, nutrition class series, one-time workshops, guided grocery store tours, and farmers market food demonstrations.
- Assist PSE Coordinator in operating farm stands and implementing the BronxWorks Shop Health bodega interventions
- Assist in coordinating and scheduling program activities with site coordinators
- Conduct program outreach
- Attend program training, follow curriculum, and ensure integrity and fidelity of programming.
- Participate in trainings and meetings with other program staff
- Support program evaluation efforts, track progress, maintain detailed documentation of program activities, and enter data into database
- Perform other duties as assigned by Program Director

QUALIFICATIONS

- High school diploma or equivalent credentials required, an Associates Degree preferred.
- Coursework in nutrition, community health, public health or related field preferred.
- A minimum of one year of work experience preferred.
- Proficiency in English required; proficiency in a second language (Spanish, Bengali, French) preferred.
- Strong oral and written communication, time management and organizational skills are necessary.
- Proficiency in Microsoft Office suite and other standard business technology is required.



- Experience working as part of a team preferred
- Places value on cultural awareness in a multi-ethnic community

PHYSICAL REQUIREMENTS

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Community Health Programs

1130 Grand Concourse
Bronx, NY 10456
Tel: (718) 508-3040
www.bronxworks.org

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Job Posting: BronxWorks SNAP-Ed – Administrative Assistant

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BronxWorks is seeking a part-time (25 hours/week) administrative assistant to provide program support to BronxWorks SNAP-Ed team.

RESPONSIBILITIES

- Provide administrative support to the SNAP-Ed team Assist PSE Coordinator in operating farm stands and implementing the BronxWorks Shop Health bodega interventions
- Manage PAF requests, including preparation, submission to Finance and follow-up. Secure necessary back-up documents such as original receipts, sign-in attendance sheets etc. to ensure complete PAF requests are submitted to fiscal for processing.
- Utilize Nexonia and Intact to process purchase requests.
- Troubleshoot, address issues and expedite corrective actions in a timely manner.
- Support Community Health Programs by coordinating with Finance Department on Payroll related issues. Retrieve payroll and distribute paychecks every two weeks.
- Provide general clerical support, including ordering supplies, filing, scanning, word processing, typing, photocopying and sorting mail.
- Answer telephones, take messages and direct calls to appropriate parties.
- Report to, and meet with, supervisor on a monthly basis.
- Complete program reports on a monthly basis or more frequently as required.
- Assist with special projects as assigned.
- Perform additional duties as assigned by supervisor.

QUALIFICATIONS

- High school diploma or equivalent credentials required, an Associates Degree preferred.
- A minimum of one year of administrative work experience preferred.
- Proficiency in English required; proficiency in a second language preferred.



- Strong oral and written communication, time management and organizational skills are necessary.
- Proficiency in Microsoft Office suite and other standard business technology is required.
- Experience working as part of a team preferred
- Places value on cultural awareness in a multi-ethnic community

PHYSICAL REQUIREMENTS

- Ability to use a computer for prolonged periods.
- Ability to occasionally lift and/or move up to 10 pounds.
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- Ability to climb five flights of stairs, if required to conduct home visits and/or fieldwork.
- Ability to bend and retrieve objects and/or documents.
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color, creed, disability, marital status, military status, national origin (including ancestry), predisposing genetic characteristic, race, sex, gender, actual or perceived sexual orientation (including actual or perceived heterosexuality, homosexuality, bisexuality and asexuality), status as a victim of domestic violence, or any other characteristic protected by law. This commitment applies to all terms, conditions and privileges of employment, including but not limited to recruitment, hiring, compensation, training and employee development, placement, promotion, demotion, upgrading, downgrading, transfer, layoff and termination.



Job Posting: Community Health Programs – Program Director

BronxWorks helps individuals and families improve their economic and social well-being. From toddlers to seniors, we feed, shelter, teach, and support our neighbors to build a stronger community. In all aspects of our work, we strive for the highest ethical and performance standards and are guided by the belief that people are to be treated with dignity and respect regardless of their present situation or past experiences. We have 45 locations throughout the borough providing a variety of programs that offer assistance in the areas of family, children and youth support, educational services, elder care, homelessness, mental health and workforce development. We are an employer of choice for anyone interested in a meaningful career in the social services field.

The BronxWorks Community Health Programs aim to provide BronxWorks participants and clients with healthy living and wellness education and resources so they have the knowledge and resources to lead a healthy lifestyle. Programs include the Maternal and Infant Health Program, Community Center Kitchen, Community Health Literacy, Youth Food Justice Corps, and Food and Nutrition Services Bundle.

BronxWorks is seeking a full-time Program Director to oversee the management of Community Health Programs at BronxWorks

RESPONSIBILITIES

- Oversee all program components, including staff orientation, training and development;; relationships with other community based organizations; and components specific to the program.
- Recruit, train and supervise coordinators and direct service staff.
- Administer personnel policies and procedures.
- Develop regular communication with contract managers for programs supervised; act as liaison with funding source.
- Ensure all programs meet contractual goals and reporting requirements.
- Monitor program progress and submit all required reports to funding sources, including government and private sources.
- Submit internal progress reports to Department Director and/or Executive Director on a monthly basis, or more frequently as required.
- Plan and develop budgets, and work with fiscal staff to ensure that collection of payment from funding source(s) is current.
- Monitor fiscal expenses and analyze fiscal reports on a monthly basis.
- Prepare proposals for the development, expansion and continuation of programs in coordination with Department Director.
- Hold monthly individual supervision meetings with staff and group meetings as necessary.
- Act as link between the administrative office, fiscal department and program staff.
- Monitor staff performance, including performing case reviews and structured observations.
- Participate in, and encourage staff to become involved in, agency events.
- Act as liaison with the community including the area community district.
- Perform additional duties as assigned by Department Director

QUALIFICATIONS

- Masters Degree in Community Health, Public Health, or related field required.
- Five years' experience in implementing community health programming required.



- Two years' supervisory and contract management experience
- Knowledgeable about community health issues in the Bronx
- Bilingual English/Spanish speaker strongly preferred
- Excellent oral and written communication, time management and organizational skills are necessary.
- Proficiency in Microsoft Office suite and other standard business technology is required.
- Experience working as part of a team preferred
- Places value on cultural awareness in a multi-ethnic community

PHYSICAL REQUIREMENTS

- Ability to use a computer for prolonged periods.
- Ability to occasionally lift and/or move up to 10 pounds.
- Ability to stand, walk, or sit for long periods of time.
- Ability to climb five flights of stairs, if required to conduct home visits and/or fieldwork.
- Ability to bend and retrieve objects and/or documents.
- Ability to travel in the boroughs of New York City and its adjacent counties via public transportation.
- Ability to travel for a minimum of 1 mile within a reasonable amount of time and in all types of weather, including inclement weather, if required to conduct home visits and/or field work.

APPLICATION INSTRUCTIONS

- Submit an application with cover letter and resume through <http://www.bronxworks.org/careers> or [click here](#).
- Applications that do not include a cover letter will not be considered.

EMPLOYEE BENEFITS

BronxWorks offers a variety of benefits to full-time salaried employees as well as part-time salaried employees who work at least 20 hours per week year-round.

- Generous paid time off for personal, vacation, parental, and medical leave
- 12 paid holidays.
Comprehensive medical, and life insurance coverage care for employees and their families, at little or no cost to employees.
- A pension plan that is 100% employer paid
- Two tax deferred annuity plans and employee assistance in maximizing the pension plan and tax deferred annuity plans to prepare for retirement.
- TransitChek – Employees may use TransitChek to have money taken out of their pretax salaries to pay for their public transportation commute.
- Free and confidential assessment, counseling, and referral service, to assist employees and their families with a wide range of personal problems.

Additionally, BronxWorks offers:

- A comprehensive monthly training calendar.
- Access to some scholarship opportunities.
- Non-financial support and internship opportunities for employees who return to school, particularly for their Master of Social Work degrees.



BronxWorks seeks to build an inclusive organization grounded in respect for differences. We support all aspects of diversity, and in accordance with federal, state and local laws, does not discriminate unlawfully against employees and applicants for employment on the basis of age, color, creed, disability, marital status, military status, national origin (including ancestry), predisposing genetic characteristic, race, sex, gender, actual or perceived sexual orientation (including actual or perceived heterosexuality, homosexuality, bisexuality and asexuality), status as a victim of domestic violence, or any other characteristic protected by law. This commitment applies to all terms, conditions and privileges of employment, including but not limited to recruitment, hiring, compensation, training and employee development, placement, promotion, demotion, upgrading, downgrading, transfer, layoff and termination.