



Position Title: Regional Community Engagement Coordinator

Supervisor: Deputy Director

Employee Status: Exempt / Full-time, Grant Funded

Standard Hours: Work from home, 37.5 hours per week.

In-state travel, some early mornings and evenings and weekends

Regional Community Engagement Coordinator- Southern NH

NH Hunger Solutions (NHHS) is an Anti-Hunger Advocacy organization that focuses on addressing the root causes of poverty and hunger through four priority areas:

1. Engage in policy advocacy to close the gap between those eligible for and those enrolled in federal nutrition programs (SNAP, School Meals, Summer Meals, WIC)
2. Work with schools and communities to increase participation in School Meals
3. Increase public awareness of the causes of and solutions to hunger in New Hampshire
4. Engage in coalition building among existing and emerging food access councils and coalitions

NHHS is looking for a passionate and motivated individual to join our team who has a background in meeting facilitation, advocacy, and an understanding of school meal programs.

Regional Community Engagement Coordinator Scope of Work:

- Work with NHHS Deputy Director and Manchester Food Collaborative (MFC) and Greater Nashua Food Council (GNFC) partners to facilitate and coordinate MFC and GNFC meetings including: sending meeting invites, coordinating outreach, developing and disseminating meeting agendas, participating in meetings, creating minutes, communicating with coalition partners and completing follow up tasks
- For both MFC and GNFC, facilitate strategic planning and goal creation, track collaborative activities, and provide evaluation of activities
- Meet individually with regional partners to build/strengthen relationships and understand resources and needs in the community and engage them in the local coalition work.
- Attend community events to provide outreach and engagement, collect surveys, and present opportunities for community involvement to improve food and nutrition access
- Provide communication and education to collaborating organizations related to current federal, state, and local food policies and legislation
- Work with NHHS Child Nutrition and Communications Coordinator to keep food resource guides up to date and translated into the necessary languages.
- Coordinate and facilitate the joint subcommittee of MFC and GNFC, Cultural Pantries, and ensure the two coalitions are working toward meeting the identified goals and priorities
- Draft articles for newsletters, annual reports, and other documents as requested
- Deliver relevant presentations as appropriate
- Help to conduct focus groups and coordinate and engage community partners in survey collection and conduct analysis of these data as necessary

Community Engagement to Improve Child Nutrition:

- Work with Deputy Director and Child Nutrition and Communications Coordinator to develop, build, and strengthen relationships with Manchester and Nashua food service directors and school district staff to improve school breakfast participation
- Engage local coalitions and schools to participate in school meal teams and to provide community outreach to encourage school meal participation and free and reduced meal form completion
- Use the evidence based model, Breakfast After the Bell, to provide technical assistance and support to school district staff to implement this model in Manchester and Nashua schools
- Identify institutional policy opportunities at the food service level, school level, or district level to ensure breakfast is offered after the bell in all schools
- Work with the Deputy Director to get Manchester and Nashua schools to increase participation to 70 free and reduced eligible students participating in school breakfast for every 100 free and reduced eligible students participating in lunch
- Run data analysis to determine each school's progress toward this goal
- Connect the Child Nutrition and Communications Coordinator with coalitions and their partners to share social media messaging as well as connect them to partners who can assist in school meal and school pantry work
- Support organizational efforts to strengthen and stabilize use of school meals, summer meals, and CACFP programs
- Develop expertise in understanding all aspects of school and summer and CACFP meal programs
- Help to grow relationships with local partners in school districts and community organizations, to build a common language and understanding around the importance of food security for NH children
- Assist Deputy Director in K-12 school and summer meal team development and management
- Assist Deputy Director in K-12 school and summer meal data analysis and evaluation.
- Assist with grant management and development when needed
- Provide support for AmeriCorps VISTAs, student interns, and volunteers, as necessary.
- Perform other duties as assigned

Preferred Experience:

- Bachelor's degree in public health, nutrition, or equivalent experience in related fields
- Experience and knowledge of hunger, nutrition, and other related health topics
- Experience and knowledge of qualitative and quantitative research methods
- Demonstrated ability to engage the community and meet with stakeholders
- Outstanding organization and reporting skills

- Excellent oral and written communication skills
- Proficiency working with a Microsoft Office/Google Suite environment
- Ability to work from home
- Able to work effectively as a collaborative team member
- Commitment to the goals and philosophy of NHHS
- Preference for bi-/multilingual applicants

Working Conditions & Physical Demands

NHHS will make reasonable accommodations to enable individuals to perform the essential functions of their work to the degree we are able to do so.

- Internal Work Conditions: NHHS staff work from home and also have a shared office space at 100 N. Main St. #400 Concord, NH with computers and access to conference rooms.
- External Work Conditions: Routine in-state travel to schools, training/meeting sites is required; some availability outside of normal business hours is required.
- Vehicle or reliable transportation to get to Manchester and Nashua and occasionally to other parts of the state is required

Please email cover letter and resume to: Jessica Gorhan jgorhan@nhhungersolutions.org or mail to: 97 Western Ave, Henniker, NH 03242 By Jun 5, 2022