**Partner Agency Educator**

The goal of the Agency Partnerships team at the Community Food Bank of Southern Arizona is to address hunger in Southern Arizona through empowering partner agencies (leadership, staff, volunteers, and members), and providing resources for food, education, and inter-agency collaboration to achieve resilient, healthy, hunger-free communities.

**Duties and Responsibilities:**

Agency Partnerships staff maintain relationships with approximately 240 partner agencies, which include soup kitchens, faith-based organizations, pantries, rehabilitation facilities and residential homes, youth programs, and schools. Through these partnerships, we provide technical assistance and education related to food safety, civil rights and client dignity, community food security strategies, and accessing diverse food resources.

The Partner Agency Educator would focus their time (50-75%) on direct education to partner agency staff and volunteers, at CFBSA and at partner agency sites. As a fully integrated member of the team, this position will also assist with other exciting programmatic initiatives. In-depth training for all duties below will be provided by CFBSA staff, in addition to full orientation and cross-training for CFBSA overall.

Direct Education Duties:

* Serve as lead instructor on Food Safety class, offered once monthly and additionally as needed (approx 3 times/month)
* Serve as lead instructor on Civil Rights class, offered once monthly and additionally as needed (approx 3 times/month)
* Serve as lead instructor on the Dignified Experience class, offered once monthly and additionally as needed
* Serve as lead instructor on nutrition education and food demos, as needed at partner agency sites, including managing other volunteers for these classes
* Communicate with partner agencies as needed to schedule these classes
* Coordinate the bimonthly administering and collecting of class feedback forms, and coordinate (with volunteers) feedback form data entry
* Facilitate bimonthly team meeting to review feedback form data and recommend changes to class curriculum
* Continue to modify all class curricula based on feedback, with the goal of continuous improvement in all our training offerings

Other Duties (per skills and interest):

-          Assist with planning and production of Partner Agency Capacity Building conference, planned for October 2016

-          Assist with site visits to agencies to provide assistance with onsite program monitoring

-          Assisting visitors and volunteers with information and materials related to partner agencies and resources for agencies

-          Assist with communications, including creating flyers and e-newsletters, making copies, attending outreach events

-          Assist with development of Partner Agency Advisory Committee

-          Other fun agency-related tasks as needed

**Knowledge and Skills:**

·         Enthusiasm for teaching and participatory learning

·         Enthusiasm for healthy, safe, culturally-appropriate food

·         Able to work effectively with little supervision

·         Excellent communication skills

·         Well organized

·         Ability to comfortably lift up to 30 pounds

·         Ability to work respectfully and with patience with people with diverse economic, social and political backgrounds

·         A team player with a good sense of humor

·         Experience in teaching or curriculum development (preferred, not required)

·         Bilingual – Spanish/English (preferred, not required)