

Job Title: Student-led Nutrition Advisory Council Liaison

Organization: Greater Newark Conservancy

Location: Newark, NJ

Position Type: Contracted Personnel – 20 hours/month | \$50/hour | 12-month Contract

About the Organization

Greater Newark Conservancy is a nonprofit organization rooted in the belief that a greener, healthier, and more equitable Newark is possible for all residents. Through our mission to promote environmental stewardship to improve the quality of life in New Jersey's urban communities, we work hand-in-hand with schools, community groups, and local residents to create opportunities for education, healthy living, and economic empowerment. Our culture is collaborative, community-driven, and grounded in justice. We are proud to be a catalyst for systems change and youth leadership through programs like SNAC (Student-led Nutrition Advisory Councils), which elevate youth voice in the food justice movement.

About the Program

Student-Led Nutrition Advisory Councils (SNACs) are a transformative model that puts students at the center of school nutrition. Designed to integrate structure, community influence, and meaningful student support, SNACs reimagine traditional Nutrition Advisory Councils (NACs) by amplifying student voice and fostering shared ownership of the school food experience.

Each SNAC functions as a collaborative support group, bringing together students, facilitators, school leaders, and food service specialists. This inclusive approach ensures that students not only have a seat at the table but also a strong and respected voice in shaping meals, cafeteria culture, and wellness practices in their schools.

Importantly, SNACs also operate within a network of support provided by the Coalition for Healthy Food in Newark Schools. This coalition strengthens SNACs by offering guidance, resources, and partnerships that connect student-led efforts to citywide goals for healthier, more equitable school food systems.

SNACs aim to:

- Empower student input in school food decisions

- Create unique, school-driven approaches to nutrition and wellness
- Build morale and pride around school meals and food service
- Increase student participation and meal consumption
- Raise awareness of food systems, health, and community impact

By centering student leadership within a broader ecosystem of support, SNACs help develop healthier, more informed, and more engaged students. These councils aren't just about improving meals—they're about cultivating a generation of young people who understand the value of food, their voice, and their power to influence positive change in their schools and communities.

Summary of the Role

The Student-led Nutrition Advisory Council Liaison or SNAC Liaison is a contracted position that provides direct, hands-on support to schools participating in the SNAC initiative. This individual will serve as a critical connector between student councils, school staff, and the Director of the Coalition for Healthy Food in Newark Schools, to ensure program quality and meaningful youth engagement. The Liaison reports directly to the Director of the Coalition for Healthy Food in Newark Schools and will support the program for approximately 20 hours per month over 12 months.

Responsibilities and Duties

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Predictable, reliable, and punctual attendance is an essential function of the job role.

- Provide on-site and virtual support to SNACs in participating schools across Newark.
- Assist in planning, facilitating, and documenting SNAC meetings and events.
- Offer technical assistance to school staff, youth leaders involved in or interested in SNAC
- Collaborate with the Director of the Coalition for Healthy Food in Newark Schools on program delivery, scheduling, and evaluation.
- Support SNACs in developing nutrition-related campaigns, presentations, and policy projects that align with their individual SMART goals
- Capture stories, photos, and data for reporting and communications.

- Maintain consistent communication with SNAC sites and provide feedback to improve the experience for all
- Create, distribute and present feedback surveys and forms
- Attend periodic check-ins and trainings as required.
- Submit monthly reports using both qualitative and quantitative data to highlight program health and progress at each school site.

Essential Qualifications

- Reliable transportation to travel to and from school sites throughout Newark.
- Access to reliable internet, and ability to use secure platforms for communication and file storage.
- Ability to engage respectfully with adults and youth from diverse backgrounds.
- Strong organizational and follow-up skills.
- Willingness to travel between sites and manage a flexible schedule.
- A passion for food justice, youth development, or school wellness.

Experience and Education

- Associate or Bachelor's degree required: Master's degree preferred.
- Preferred background in Nutrition Education, Dietetics, Public Health, Education, or a related field.
- At least 1–2 years of experience working with youth, schools, or community-based organizations.

Computer/Software Skills

- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and Google Workspace (Docs, Sheets, Drive).
- Comfortable with Zoom and basic virtual meeting tools.
- Ability to track attendance, submit reports, and manage calendars online.
- Must have access to reliable internet connection.

Communication Skills

- Strong verbal and written communication skills.
- Ability to communicate effectively with school personnel, students, and program staff.
- Comfortable presenting information to small and large groups.

Success Factors

- Self-starter who is proactive, flexible, and solution oriented.
- Demonstrated commitment to youth leadership and empowerment.
- Experience working in Newark or similar urban school communities.
- Ability to manage time well and balance multiple school relationships.

Physical Demands

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. The regular work schedule for this position is approximately 40 hours per week and may require additional hours/overtime as necessary. Must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include: Close vision, Distance vision, Peripheral vision, Depth perception, Ability to adjust focus and Ability to match or detect differences between colors, including shades of color and brightness. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, bend, and walk

Compensation and Benefits

- **Rate:** \$50 per hour (contracted personnel; approximately 20 hours/month)
- **Term:** 12-month contract
- **Payment is issued on a monthly basis** upon submission of:
 - Required federal documentation (e.g., W-9)
 - An itemized invoice for hours worked
 - An accurate written report summarizing activities, including both qualitative and quantitative data
- Greater Newark Conservancy will provide a laptop for work-related use

- While this is a contracted position and not eligible for full-time benefits, Greater Newark Conservancy offers access to program discounts, professional development opportunities, and inclusive team culture.

How to Apply

Please submit a resume outlining your interest in the role to Chesha Hodge at chesha@greaternewark.org by Friday, October 31, 2025.

We aim to have this position filled by Friday, November 31, 2025.

Greater Newark Conservancy complies with federal and state disability laws and makes reasonable accommodations for applicants and candidates with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, please contact Michele Robinson at Michele@greaternewark.org.