



**Organization:** Vecinos, Inc.

**Address:** 3971 Little Savannah Rd, 173 HHS, WCU Cullowhee, NC 28723

**Phone:** (828) 293-2274

**Web:** [www.vecinos.org](http://www.vecinos.org)

**Position:** Bilingual Nutrition Program Assistant

**Location:** Cullowhee, NC (with outreach in Macon, Swain, Jackson, Clay, Transylvania, and Haywood Counties).

Option to work from home some days.

**Compensation:** \$36,000-\$40,000, Depending On Experience

**Benefits:** Insurance and Vacation

**Position Open:** Until Filled

**Classification:** Non-Exempt, Permanent, Full-Time

**Organization Description:** Vecinos is a non-profit, 501(c)3 organization that provides out-patient and mobile clinics with integrated primary and mental healthcare, health education, and case management to uninsured, low-income adults in need of Spanish-language services with a special focus on migrant farmworkers. We offer a positive, supportive, and team-oriented atmosphere. We work in a non-traditional environment with limited resources. Schedules and hours vary throughout the year.

**Purpose:** Under direct supervision of the Registered Nurse (RN) Nutrition Educator and RN Program Manager, provides project coordination assistance and works directly with individuals and groups to ensure that nutrition program goals and initiatives are met. The ideal candidate is flexible, open to working in a changing environment, can commit to a growing practice, and has the desire to serve uninsured/underserved Latinx populations, specifically agricultural workers.

## Job Responsibilities

### 1) Administrative

- Research and order supplies to effectively execute clinical and programming needs
- Maintain inventory and organization of supplies
- Assist RN in scheduling outreach, home visits, and grocery store visits
- Direct coordination with chefs and local farms to provide food boxes and cooking classes
- Proactively assist in the overall organization and coordination of the new Nutrition Counseling program

### 2) Programming

- Edit and/or prepare culturally-appropriate health and nutrition education materials, recipes, promotional material, visuals, and strategies to address nutrition requirements of patients
- Routinely engage with patients by distributing digital nutrition education materials through video and social media outlets
- Coordinate logistics of programming initiatives, including scheduling with chefs, reserving kitchens, and shopping/preparing for cooking demonstrations
- Assist with grocery store tours and cooking demonstrations
- Translation and interpretation as needed in-person or written materials

### 3) Clinical Support

- Assist with case management, including communicating with appropriate team members regarding medication needs, social needs, or other issues



- Coordinate with other Vecinos program areas as needed to ensure patients' indicated nutritional needs are met
- Actively participate in the enactment of individualized nutrition care plans as established by the RN

### **Required Qualifications**

- Native or near-native English/Spanish fluency. Excellent written and oral communication skills in English and Spanish
- Strong computer skills and proficiency in social media platforms. Advanced skills in Microsoft Office
- Able to multitask and work effectively both independently and as a team member, working closely with nurses, physicians, outreach staff, and other partners
- Cultural sensitivity, a caring and confident demeanor, flexibility, dependability, excellent written and verbal communication skills, high energy-level, willingness to work in a nontraditional/non-clinical setting, a professional attitude, desire to serve uninsured/underserved populations

### **Preferred Qualifications**

- Graduate student studying nutrition or related field, in good academic standing
- Lived experience as a member of a farmworker family and/or Latinx population
- Familiarity with video production and editing

### **Submit Cover Letter and Resume to:**

Megan Padilla, RN, CPN  
Integrated Care Program Manager  
[jobs@vecinosinc.org](mailto:jobs@vecinosinc.org)